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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 Forensic Psychiatrist

The initial commitment for this post will be to NFMHS Central Mental Hospital 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week

National Forensic Mental Health Services (NFMHS) and Community Healthcare Organisation Area 2

CLOSING DATE: Thursday 14th December 2017

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

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

Martina Keane, Recruitment & Selection Services, Tel: 01 – 858 7540
**PUBLIC APPOINTMENTS
SERVICE
CHAPTER HOUSE
26-30 ABBEY STREET UPPER
DUBLIN 1**

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Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Consultant Appointments Unit
Aonad Cheapacháin na nDochtúirí Comhairleacha

Health Service Executive
Feidhmeannacht na Seirbhíse Sláinte

Dr Steevens' Hospital
Ospidéal Dr Steevens

Dublin 8
Baile Átha Cliath 8

☎: 01 6352845

Mr 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: CDFPFP11

3rd November 2016

Dear Mr Ryan,

I refer to the application from National Forensic Mental Health Services and Community Healthcare Organisation area 2 attached to Ms Pauline Gill's email of 16th September 2016 and related documentation.

The Health Service Executive has approved the appointment of a:

CONSULTANT FORENSIC PSYCHIATRIST

This is an appointment to the National Forensic Mental Health Services (NFMHS) and Community Healthcare Organisation area 2 on a Type A basis under the Consultants' Contract 2008 (as of 8th December 2014) by the Health Service Executive. This initial commitment for this post will be to NFMHS Central Mental Hospital 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week, this is a new post. This post may be subject to restructuring in the future to facilitate the reorganisation 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*:

NFMHS/Central Mental Hospital

- 16 hours per week for Castlerea Prison Clinic
- 3 hours per week for ward rounds
- 1 hour per week for day case conferences
- 2 hours per week for teaching duties

Galway Roscommon Mental Health Services

- 8 hours per week for consultation services

- 5 hours per week for out-patient clinics
- 1 hour per week for teaching duties
- 1 hour per week for case conferences
- 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

- (a) 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 psychiatry
and
(b) Three years certified postgraduate training in forensic 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.

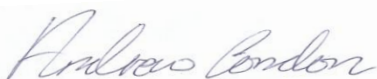
Requirements vis-à-vis approval letter

- 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 8th 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 8th 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 , for record purposes, details (the name, date of birth and date of appointment) of the person appointed to the above permanent position

Yours sincerely



Andrew Condon
Medical Workforce Lead, Human Resources



Job Specification & Terms and Conditions

Job Title and Grade	CONSULTANT FORENSIC PSYCHIATRIST CDFPFP11
Competition Reference	17177110
Closing Date	3 pm Thursday 14th December 2017
Proposed Interview Date (s)	To be confirmed by PAS
Taking up Appointment	Ideally, the successful candidate will take up duty no later than 4 months of being interviewed
Additional Information	Informal Enquiries to: Professor Harry Kennedy, Clinical Director National Forensic Mental Health Service Central Mental Hospital, Dundrum, Dublin 14 Phone: 00353-1-2157458
Location of Post	This is an appointment to the National Forensic Mental Health Services (NFMHS) and Community Healthcare Organisation Area 2 on a Type A basis under the Consultants' Contract 2008 (as of 8 th December 2014) by the Health Service Executive. The initial commitment for this post will be to NFMHS Central Mental Hospital 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week, this is a new post. This post may be subject to restructuring in the future to facilitate the reorganisation 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.
Organisational Area	HSE National Forensic Mental Health Services (NFMHS) and Community Healthcare Organisation Area 2
Details of Service	<p>□ What service does the unit provide</p> <p>This is a new service, with interim services provided at Castlerea prison at present. The post will be restructured in 2020 to facilitate the opening of the new forensic hospital in Portrane.</p> <p>The existing National Forensic Mental Health Service consists of prison in-reach teams, a secure hospital for adults, the Central Mental Hospital Dundrum, and forensic rehabilitation and recovery team for community aftercare. The Central Mental Hospital consists of 93 in-patient beds (shortly to increase to 103) organised as one 10 bed female unit and eight male units including a high secure admission unit, high secure challenging behaviour unit, three medium secure units, two low secure units and one hostel ward all on one site at Dundrum. There is also</p>

a 6 bed community high support residence for longer term forensic patients leaving the CMH and further supported community places with voluntary sector providers. These units are arranged into three 'clusters' as part of a patient centred pathway through care – acute cluster (high secure), medium cluster (medium and low secure), rehabilitation and recovery cluster (pre-discharge and community).

In addition there are consultant provided clinics in the following prisons: Cloverhill (Prison In-reach Consultation and Liaison Service PICLS), Mountjoy, Dochas Centre, Training Unit, Arbour Hill, Wheatfield, the Midlands Prison, Portlaoise Prison, and this post in Castlerea prison. There is also an out-patient and day care service at Ushers Island, Dublin 8. A tertiary liaison and consultation service is provided for referrals from adult mental health services throughout the country.

This post arises from the creation of a new prison in-reach consultation and liaison service for Castlerea prison and its catchment area in cooperation with CHO2.

The consultant will be responsible for leading a team providing a mental health in-reach service in Castlerea prison to assess newly committed persons as appropriate and to arrange liaison with the courts and diversion to community or forensic mental health services as appropriate. For sentenced persons not in need of diversion, the mental health in-reach team will arrange a service equivalent to 'out-patient' or community mental health services, with attention to prison in-reach continuity and monitoring (PICAMS) in cooperation with the other NFMHS PICAMS teams in other prisons and Central Mental Hospital.

The consultant will coordinate the specialist clinical programmes for screening new committals, assessing the level of mental health care required and arranging appropriate care pathways and packages according to need. The consultant will lead a team and provide interventions comparable to a community mental health team for those remaining within the prison. The consultant will also provide specialist forensic consultation and liaison services for the mental health services in the catchment area of Castlerea prison.

❑ What client group is served by the unit

This service will provide for those mentally disordered persons in contact with the criminal justice system due to severe mental illness, often with multiple co-morbidities.

❑ What is the team structure?

The consultant will be part of a team of consultant forensic psychiatrists divided into functional clusters. The consultant will lead a multi-disciplinary forensic mental health team consisting of a team administrator, community psychiatric nurses, social workers and other mental health professionals as the service requires.

❑ What area is covered by this service?

This post will provide a forensic psychiatry in-reach service to Castlerea prison and to the catchment area of Castlerea prison, including Galway, Mayo, Roscommon, Sligo, Leitrim and Donegal. These may be shared with colleagues

	<p>from the National Forensic Mental Health Service. The service will be provided in cooperation with the mental health service for CHO2, Galway and Roscommon. The National Forensic Mental Health Service is a national tertiary service, so that assessments may from time to time be carried out anywhere in the jurisdiction.</p> <p>❑ What are the possible future developments for the service</p> <p>The NFMHS will relocate to a new purpose built forensic hospital at St Ita's Hospital Portrane in 2020. The new secure campus will include a 30 bed intensive care and rehabilitation unit, a low secure unit that will provide both an acute and slower stream service in support of approved centres all over Ireland.</p> <p>According to A Vision for Change, a further network of ICRUs will be developed, including one for the west of Ireland</p>
Reporting Relationship	<p>The Consultant's reporting relationship and accountability for the discharge of his/her contract is:</p> <p>❑ 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).</p> <p>Reporting relationships associated with the post:</p> <p>❑ The consultant forensic psychiatrist will report to the Executive Clinical Director, National Forensic Mental Health Service. ECD National Forensic Mental Health Service Central Mental Hospital for 23 hour commitment to National forensic service</p> <p>❑ The Executive Clinical Director Galway/Roscommon Mental Health Services for 16 hour commitment to forensic consultation liaison service</p> <p>The Consultant's accountability is to the National Director in Mental Health through the Executive Clinical Director. The Consultant will work with the Senior Management Team in the National Forensic Mental Health Service. The Consultant will work with Consultant colleagues in the National Forensic Mental Health Service and Heads of Discipline within the National Forensic Mental Health Service.</p> <p>The consultant will also liaise with the executive clinical director for CHO2.</p>
Purpose of the Post	<p>This post has been created to ensure that mentally disordered people in contact with the criminal justice system receive timely assessment and interventions including triage and arrangements for admission to an appropriate primary care, community mental health or hospital setting according to the current need of the person. Those in prison have a Human Rights entitlement to receive the same level of health care including mental healthcare as they would receive if at liberty and in the community.</p>
Principal Duties and Responsibilities	<p>Standard Duties and responsibilities</p> <p>a) To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, as set out within the</p>

	<p>Clinical Directorate Service Plan and in line with policies as specified by the Employer.</p> <ul style="list-style-type: none"> b) To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services. c) 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. d) To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II). e) 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. f) 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. g) To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request. h) 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. i) To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care. j) 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 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
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management of service delivery.

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

Clinical Practice responsibilities will include:

- organising and delivering an appropriate forensic psychiatric assessment and intervention serviced for persons received in Castlerea prison, and
- an appropriate consultation and liaison service in support of community mental health teams in the catchment area of Castlerea prison.

Risk Management responsibilities will include:

- Clinical risk assessment at the individual level as appropriate, leading to individual risk management plans as part of the individual care plan
- In addition there will be involvement in a systemic risk management process for the service with the NFMHS and also in cooperation with the management of Castlerea prison and Irish Prison Service.

Health and Safety

- Optimising the safety of patients, co-workers and self is inherently a priority and a special skill in forensic psychiatry and when working in a prison environment.

Administration

The consultant may be asked to undertake in accordance with HSE policy and practice and as delegated by the ECD a wide range of responsibilities for:

- clinical and operational audit,
- returning of activity data,
- routine outcome monitoring and
- key performance indicators
- Providing court reports to courts in accordance with appropriate legal and professional standards and in a timely way is a matter for administrative as well as professional care and skill.

The successful candidate will be based in office accommodation in Castlerea and will lead a multi-disciplinary forensic mental health team to deliver specialist mental health services as set out above.

The successful candidate will enable the appropriate care and treatment for those mentally disordered persons in contact with the criminal justice system by liaising with and reporting to courts, by liaising with colleagues in Community Mental Health Teams and approved centres, and by liaising with colleagues in the National Forensic Mental Health Service in other prison in-reach teams and in the Central Mental Hospital.

The successful candidate will be the clinical leader of forensic mental health services for the area served including a key focus on Castlerea prison.

The successful candidate will spend most time seeing patients and arranging care and treatment as appropriate in cooperation with other members of the multidisciplinary team and in consultation with other agencies including criminal justice agencies.

The successful candidate will be responsible for ensuring a timely and clinically appropriate mental health service for those served. This will include extensive consultation and liaison with courts and CMHTs and approved centres as well as the NFMHS and CMH.

The successful candidate will be accountable for their own clinical practice, and for the leadership of the multi-disciplinary team and the service provided, in line to the executive clinical director.

The management responsibilities will be those that are normal for a consultant forensic psychiatrist, as broadly set out above.

In relation to budgetary responsibilities the Job holder will not have responsibility for these, unless specifically delegated for a specific purpose.

Key responsibilities of the post

- ❑ Ensure the provision of a specialist service for forensic psychiatry patients, including where necessary treatment in conditions of special therapeutic security and to liaise with the appropriate community mental health teams to assist in providing a recovery orientated community care and treatment programme that meets the needs of individual patients and manages risk in accordance with risk assessment and conditions imposed where appropriate.
- ❑ To lead the multi-disciplinary forensic mental health team providing care and treatment in the prison, and other teams providing care and treatment in hospitals including the CMH, in HSE approved centres and in other HSE related services and supporting patients leaving the prison or CMH through the transition from hospital to reintegration into community care with CMHTs.

Key tasks of the post

- ❑ Detailed risk assessment and risk management, triage assessment and liaison reporting, regularly reviewed and revised.
- ❑ Inclusive care planning, involving the patient/service user, carers and all members of the MDT and related agencies.

Most important aspects of the post

- ❑ Specialist knowledge, skills and experience concerning forensic psychiatry patients and those like them.
- ❑ Risk assessment and risk management and triage assessment of need for psychiatric treatment in conditions of forensic hospital therapeutic safety and security where appropriate or other levels of therapeutic safety and security including PICU, ICRU, HSU and other approved centre facilities.
- ❑ Clinical interaction, liaison and consultation in the community and in community clinics.

	<ul style="list-style-type: none"> ❑ Engagement with carers ❑ Engagement with a variety of social, health care and criminal justice agencies. <p><u>Other aspects of the post</u></p> <ul style="list-style-type: none"> ❑ Knowing the patients and their carers well, and maintaining a therapeutic relationship characterised by working alliance and evidence based trust. ❑ Caring for patients ❑ Acting as a source of supervision and support for other clinicians in the team. ❑ Drafting comprehensive care (rehabilitation and recovery) packages that manage clinical risk, with the patient, with other members of the MDT and with other agencies. ❑ Accountability for all of the above. ❑ Risk assessment and risk management particularly in the light of conditional discharge or other community placements or legal disposals. ❑ Managerial responsibility as well as administrative responsibility. This will be particularly important in the area of clinical risk management at the systems level, policy revision, clinical audit and in the supervision of other staff. ❑ The consultant will be line managed by the executive clinical director of the NFMHS. <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Professional Qualifications</p> <p>(a) 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 psychiatry</p> <p>and</p> <p>(b) Three years certified postgraduate training in forensic psychiatry.</p> <p>Entry to competition / recruitment process</p> <p>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>Age</p> <p>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>Health</p>

	<p>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>Character A candidate for and any person holding the post must be of good character.</p> <p>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</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>
Other requirements specific to the post	Access to transport will be required as the post holder will be required to carry out assessments in the catchment area of Castlerea Prison and to liaise with colleagues at the National Forensic Mental Health Service and elsewhere.
Skills, competencies and/or knowledge	<ul style="list-style-type: none"> ❑ Communication skills with regard to building relationships, empathising and focusing on the service user ❑ Experience of working with forensic psychiatry patients in a range of conditions of therapeutic security and other secure settings and at different points along the pathway through care and recovery. ❑ Experience of working in other secure settings including prison or youth justice in-reach clinics. ❑ Training and experience in the application of structured professional judgement tools for risk assessment and risk management as well as triage for therapeutic security. ❑ The report writing and court room skills of an expert witness in relation to forensic psychiatry. ❑ Develop and maintain close links with the services users, family/guardian ensuring a partnership approach- the skills a candidate would need to execute this element of the job might be communication skills with regard to building relationships, empathising and focusing on the service user. ❑ Demonstrate evidence of computer skills including the use of statistical analysis, power point and the internet as a research tool ❑ Display evidence based clinical knowledge in making decisions regarding patient care ❑ Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money ❑ Demonstrate ability to manage deadlines and effectively handle multiple

	<p>tasks</p> <ul style="list-style-type: none"> ❑ 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 ❑ Demonstrate awareness and appreciation of the service user ❑ Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members ❑ Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. ❑ Demonstrate understanding and/ or experience of HSE services generally, mental health services and the place of forensic mental health services including forensic psychiatric / mental health services within them. ❑ Demonstrate understanding and/ or experience of the Criminal Justice system generally, district circuit and higher courts and the roles of mental health services working in liaison with them. ❑ Demonstrate evidence of computer skills including use of Microsoft Word, Excel, email, and medical library / search engine systems <p>Working with Others</p> <ul style="list-style-type: none"> • Develops networks and works in partnership with patients/service users, carers and colleagues within and across systems to deliver and improve services. • Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding. • Encourages contribution creating an environment where others have the opportunity to contribute. • Works within teams to deliver and improve services. <p>Managing Services</p> <ul style="list-style-type: none"> • Contributes to the development of business and service plans to achieve service goals. • Manages resources to ensure the delivery of safe and efficient services. • Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity. • Manages performance, holding themselves and others accountable for service outcomes. <p>Setting Direction</p> <ul style="list-style-type: none"> • Identify the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment. • Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement. • Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession. • Measures and evaluates outcomes taking corrective action where necessary and being accountable for decisions.
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	<p>Improving Services</p> <ul style="list-style-type: none"> • Ensures patient safety by assessing and managing the risk to patients associated with service developments, balancing economic considerations with the need for patient safety. • Critically evaluates services to identify where services can be improved, working individually or as part of a team. • Encourages improvement and innovation, creating a climate of continuous service improvement. • Facilitates transformation, actively contributing to change processes that lead to improved healthcare. <p>Demonstrating Personal Qualities</p> <ul style="list-style-type: none"> • Is aware of own values, principles and assumptions and is able to learn from experience. • Organises and manages self while taking account of the needs and priorities of others. • Learns through participating in continuing professional development and from experience and feedback. • Acts with integrity, behaving in an open, honest and ethical manner. <p>It is important to use the word “demonstrate” as the main part of the interview will be based on the examining the requirements of the post as laid out in this section and candidates must demonstrate their competence in the chosen areas.</p>
<p>Competition Specific Selection Process</p> <p>Ranking/Shortlisting / Interview</p>	<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>
<p>Protection of Persons Reporting Child Abuse Act 1998</p>	<p>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.</p>
<p>Code of Practice</p>	<p>The Public Appointment Service will run this campaign in compliance with the Code of Practice prepared by the Commissioners for Public Service Appointments (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>

	Codes of practice are published by the CPSA and are available on www.cpsa.ie
<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 FORENSIC PSYCHIATRIST
CDFPFP11

Tenure	<p>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.</p> <p>A panel may be formed from which other permanent vacancies for Consultant Forensic Psychiatrist at National Forensic Mental Health Services Central Mental Hospital and Galway/Roscommon Mental Health Services may be filled</p>												
Remuneration	<p>The annual salary will be as set out in the Consultant Contract 2008 (as per standard text issued by the HSE) for Contract Type A: Medical Consultants Salary Scales from 1st April, 2017 - New Entrant (Clinicians) from 1st October 2012* who are parties to the Haddington Road Agreement :</p> <table><tr><td>€129,956</td><td>€135,718</td><td>€143,333</td><td>€147,465</td><td>€153,663</td><td>€158,828</td></tr><tr><td>€165,025</td><td>€170,707</td><td>€179,500</td><td></td><td></td><td></td></tr></table> <p>Note: *Consultants taking up posts under these scales may benefit from incremental credit up to the 6th point</p> <p>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 1st October 2012 retain eligibility for payment under that scale if appointed to this post) Pro Rata National Forensic Mental Health Services Central Mental Hospital for 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week</p>	€129,956	€135,718	€143,333	€147,465	€153,663	€158,828	€165,025	€170,707	€179,500			
€129,956	€135,718	€143,333	€147,465	€153,663	€158,828								
€165,025	€170,707	€179,500											
Working Week	<p>The standard working week applying to the post is: 39 hours per week Pro Rata National Forensic Mental Health Services Central Mental Hospital for 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week</p>												
Annual Leave	<p>The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997 Pro Rata National Forensic Mental Health Services Central Mental Hospital for 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week</p>												
Superannuation	<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</p>												

	superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004. Pro Rata National Forensic Mental Health Services Central Mental Hospital for 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week
Probation	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.
Protection of Persons Reporting Child Abuse Act 1998	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.
Infection Control	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.
Ethics in Public Office 1995 and 2001 Positions remunerated at or above the minimum point of the Grade VIII salary scale (€64,812 as at 01.01.10)	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 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 http://www.sipo.gov.ie/</p>
Positions remunerated at or	Positions remunerated at or above €156,380 as at 1st July 2013 are designated positions under the Ethics in Public Office Acts 1995 and 2001.

<p>above €156,380 at 1 July 2013.</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"> 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 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 2. and either <ol style="list-style-type: none"> (a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or (b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment. <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 http://www.sipo.gov.ie/</p>
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SELECTION PROCESS

How to Apply

Applications should be made **online** through www.publicjobs.ie All sections of the form must be fully completed.

Before applying candidates should log-on to www.publicjobs.ie and if you have not already done so you must register as a '**New User**' to create your profile (register a new account). Please do not confuse registering (creating a profile) with submitting an application. Once you have created a profile you must then access the application form, complete and submit it.

Once you have submitted your application form it is suggested that you return to your publicjobs account and ensure that it has been successfully submitted via 'My Applications'.

Only applications fully submitted online will be accepted into the campaign. **Applications will not be accepted after the closing date.**

Closing date

Your application must be submitted on www.publicjobs.ie not later than 3pm, Thursday 14th December 2017. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Martina Keane** at (01) **858 7540** or martina.keane@publicjobs.ie.

The interviews for these posts are likely to be held in January/February 2018.

Campaign updates will issue to your publicjobs.ie Message board after each selection stage. You are advised to check your messageboard on a regular basis as email notifications of updates/tests/Interviews etc issued to your Messageboard may sometimes be filtered into your Junk/Spam email folders. You are also advised to check all these folders regularly.

The onus is on each applicant to ensure that she/he is in receipt of all communication from the Public Appointments Service (PAS)

The PAS accept no responsibility for communication not accessed or received by an applicant

Candidates should make themselves available on the date(s) specified by the PAS and should make sure that the contact details specified on the application form are correct.

Selection Methods

The selection may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- completion of online questionnaire(s)
- presentation or other exercises
- a final competitive interview
- Any other tests or exercises that may be deemed appropriate

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the Public Appointments Service may decide that a number only will be called to interview. In this respect, the Public Appointments Service provide for the employment of a short listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against a pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience on the application form.

ADMISSION TO A COMPETITION

The admission of a person to a campaign, or invitation to attend an interview or a successful letter, 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.

Security Clearance

You will be required to complete and return a Garda Vetting form should you come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which you resided. However should your application for the competition be unsuccessful this form will be destroyed by PAS. If you subsequently come under consideration for another position, you may therefore be required to complete a further Garda Vetting Form.

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

www.psni.police.uk

www.afp.gov.au This website provides information on obtaining a national police clearance certificate for Australia

www.courts.govt.nz This website provides information on obtaining police clearance in New Zealand.

www.fbi.gov/about-us/cjis/identity-history-summary-checks This website provides information on obtaining police clearance in the United States of America.

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 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.

Enquiries

Consultant Forensic Psychiatrist

The initial commitment for this post will be to NFMHS Central Mental Hospital 23 hours per week and Galway/Roscommon Mental Health Services for 16 hours per week

National Forensic Mental Health Services (NFMHS) and Community Healthcare Organisation Area 2

STAR:17177110

Prior to recommending any candidate for appointment to positions the Public Appointments Service or employing organisation will make all such enquiries that are deemed necessary e.g. employer references, to determine the suitability of that candidate. 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.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;
- If successful, they will not be appointed to the post unless they:
 - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and
 - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position

Non-Refund of Expenses

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

Deeming of candidature to be withdrawn

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

Appointments from panels

It is envisaged that a panel(s) of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is **not** a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will no longer remain on the panel.

Declining an offer of appointment

Should the person recommended for appointment decline, or having accepted it, relinquish it, or should additional similar vacancies arise, the PAS may at its discretion, select and recommend another person for appointment on the results of this selection process.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by the PAS or employing organisation, are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

Quality Customer Service

The PAS aims 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 is received, the Public Appointments Service creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature and, should you be successful certain information you provide will be forwarded to the employing organisation. Where the services of a third party are used in processing your application, it may be required to provide them with information, however all necessary precautions will be taken to ensure the security of your data. 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, are extracted from records for general statistical purposes.

Use of Recording Equipment

- PAS does not allow the unsanctioned use of any type of recording equipment on its premises. This applies to any form of sound recording and any type of still picture or video recording, whether including sound recording or not, and covers any type of device used for these purposes.
- Any person wishing to use such equipment for any of these purposes must seek written permission in advance. This policy is in place to protect the privacy of staff and customers and the integrity of our assessment material and assessment processes.
- Unsanctioned use of recording equipment by any person is a breach of this policy. Any candidate involved in such a breach could be disqualified from the competition and could be subject to prosecution under section 55 of the Public Service Management (Recruitment & Appointments) Act, 2004.

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

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, Switzerland.

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.

Procedures where a candidate seeks a review of a Decision taken in relation to their application

A request for review may be taken by a candidate should they be dissatisfied with an action or decision taken by the Public Appointments Service (PAS). The PAS will consider requests for review in accordance with the provisions of **Section 7** of the Code of Practice *Appointments to Positions in the Civil and Public Service* published by the Commission for Public Service Appointments (Commission). When making a request for a review, the candidate must support their request by outlining the facts they believe show that the action taken or decision reached was wrong. A request for review may be refused if the candidate cannot support their request.

The Commission recommends that, subject to the agreement of the candidate, where the office holder (in this instance the Chief Executive Officer of PAS) considers the matter could be resolved they should first seek to engage on an informal basis, before making use of the formal review procedure.

Procedure for Informal Review

- A request for Informal Review must be made within 5 working days of notification of the decision, and should normally take place between the candidate and a representative of the PAS who had played a key role in the selection process.
- 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.

Procedure for Formal Review of Selection Process

- The candidate must address his/her concerns in relation to the process in writing to the Chief Executive, outlining the facts that they believe show an action taken or decision reached was wrong.
- A request for review must be made within 10 working days of the notification of the selection 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 25 working days of receipt of the request for review.

Complaints Process

A candidate may believe there was a breach of the Commission's Code of Practice by PAS that may have compromised the integrity of the decision reached in the appointment process. The complaints process enables candidates (or potential candidates) to make a complaint under **Section 8** to the Chief Executive Officer of PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

- Allegations of a breach of the Code of Practice should be addressed in writing, and within a reasonable timeframe, to the Chief Executive Officer in the first instance. The complainant must outline the facts that they believe show that the process followed was wrong. The complainant must also identify the aspect of the Code they believe has been infringed and enclose any relevant documentation that may support the allegation. A complaint may be dismissed if they

the complainant cannot support their allegations by setting out how the Public Appointments Service has fallen short of the principles of this Code.

- On receipt of a complaint PAS may determine to engage with the complainant on an informal basis.

For further information on the above procedures please see the Code of Practice Appointments to Positions in the Civil and Public Service which is available on the website of the Commission for Public Service Appointments, www.cpsa.ie

There is no obligation on the PAS to suspend an appointment process while it considers a request for a review. Please note that where a formal review of a recruitment and selection process has taken place under Section 7 of this Code of Practice, a complainant may not seek a further review of the same process under Section 8, other than in the most exceptional circumstances that will be determined by the Commission at its sole discretion.

Requests for Feedback

Feedback in relation to the selection process is available on request. There are no specific timeframes set for the provision of feedback

Please note that the Review Process as set out in the Code of Practice is a separate process with specified timeframes that must be observed. Receipt of feedback is not required to invoke a review. It is not necessary for a candidate to compile a detailed case prior to invoking the review mechanism. The timeframe set out in the CPSA Code cannot be extended for any reason including the provision of feedback.

Candidates' Obligations:

Candidates in the recruitment process must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not impersonate a candidate at any stage of the process

Contravention Code of Practice

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, if a person found guilty of an offence was, or is a candidate at a recruitment process,

- they will be disqualified as a candidate and excluded from the process;
- has been appointed to a post following the recruitment process, they will be removed from that post.