



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 General Adult Psychiatrist S.I. Substance Misuse
MHS Clare, Limerick and North Tipperary for 39 hours per week
HSE – Community Healthcare Organisation 3
CLOSING DATE: 3pm Thursday 02/06/2022**

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.

Louise Keegan, Recruitment & Selection Services, Tel: 01 – 858 7473

**PUBLIC APPOINTMENTS SERVICE
CHAPTER HOUSE
26-30 ABBEY STREET UPPER
DUBLIN 1**

TABLE OF CONTENTS

	PAGE
HSE LETTER OF APPROVAL	03
<u>SECTION 1</u>	
JOB SPECIFICATION	06
DUTIES AND RESPONSIBILITIES	07
ELIGIBILITY CRITERIA	09
<u>SECTION 2</u>	
TERMS AND CONDITIONS	12
<u>SECTION 3</u>	
SELECTION PROCESS	15
CLOSING DATE	15
<u>SECTION 4</u>	
SECURITY CLEARANCE	16
EXPOSURE PRONE PROCEDURE POSTS	17
General Data Protection Regulation (GDPR)	18
CONFIDENTIALITY	18
ADDITIONAL CAMPAIGN INFORMATION	19
REVIEW PROCEDURES AND CANDIDATE OBLIGATIONS	19



Health Service Executive
Feidhmeannacht na Seirbhíse Sláinte

Dr Steevens' Hospital
Ospidéal Dr Steevens

Dublin 8
Baile Átha Cliath 8

www.hse.ie/doctors

Post Ref: OEPSRP07

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

11th October 2021

Dear Mr Ryan,

I refer to application number 1851 from the CHO 3 submitted on 25 August 2021 and related documentation. This is a New Post. This letter supersedes the previous letter of approval issued on the 17th September 2021

The Health Service Executive has approved the appointment of a:

CONSULTANT GENERAL ADULT PSYCHIATRIST S.I. SUBSTANCE MISUSE

This is an appointment to the CHO 3 on a Type A basis under the Consultants' Contract 2008 (as per standard text issued by the HSE) by the Health Service Executive. The initial commitment for this post will be to MHS Clare, Limerick and North Tipperary for 39 hours per week. 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 national health policy, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.

The normal duties for the post are as outlined in the Approved Consultant Appointment document. These duties and those other commitments assigned by the Clinical Director / Employer will be reflected in the Consultant's Work Schedule which is expected that the Consultant will implement in a flexible way in line with operational needs. (A copy of the job description and indicative work schedule must be made available to all applicants).

If a significant change to this post is contemplated e.g. location, structure, title, contract type etc., prior consideration by the CAAC (Consultant Applications Advisory Committee) and approval by 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 psychiatry and one year documented postgraduate evidence of training and/or experience assuring competence in the area of substance misuse.

2. 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 consultant appointment documents 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.

The employer may decide to make a proleptic appointment(s) as provided for at Section 2 d) of Consultant Contract 2008.

Requirements vis-à-vis approval letter

- The Contract offered to the appointee is the Consultants' Contract 2008 (as per the standard text issued by the HSE).
- 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 Consultants' Contract 2008 (as per the standard text issued by the HSE) made with the successful candidate

The Employer is to update DIME (Doctors Integrated Management System) with the details of the person appointed to the above permanent position as soon as that is known.

The Minister for Health has confirmed the Government Policy regarding the introduction of the new Sláintecare Consultant Contract as provided for in the Programme for Government. The Sláintecare Consultant Contract will provide for Public only work in public hospitals. The new Sláintecare Consultant Contract 2021 will be applicable to all new and replacement Consultant Contracts issued after the implementation date. Please note that the HSE has yet to receive confirmation of the implementation date for the Sláintecare Consultant Contract.

Any queries regarding this letter of approval should be directed to consultant.applications@hse.ie in the first instance.

Yours sincerely

Anne Marie Hoey

**Anne Marie Hoey,
National Director of Human Resources**



Job Specification & Terms and Conditions

Job Title and Grade	OEPSRP07 Consultant General Adult Psychiatrist S.I. Substance Misuse
Competition Reference	21392903
Closing Date	3pm Thursday 02/06/2022
Proposed Interview Date (s)	To be confirmed by PAS
Additional Information	<p>Informal Enquiries to:</p> <p>Name: Dr. John O'Mahoney Title: Executive Clinical Director Telephone Number: 061 461498 Email address: john.omahoney2@hse.ie</p>
Taking up Appointment	Ideally, the successful candidate will take up duty no later than 4 months of being interviewed
Location of Post	<p>This is an appointment to the CHO 3 on a Type A basis under the Consultants' Contract 2008 (as per standard text issued by the HSE) by the Health Service Executive. The initial commitment for this post will be to MHS Clare, Limerick and North Tipperary for 39 hours per week. 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 national health policy, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.</p> <p>The Minister for Health has confirmed the Government Policy regarding the introduction of the new Sláintecare Consultant Contract as provided for in the Programme for Government. The Sláintecare Consultant Contract will provide for Public only work in public hospitals.</p> <p>The new Sláintecare Consultant Contract 2021 will be applicable to all new and replacement Consultant Contracts issued after the implementation date. Please note that the HSE has yet to receive confirmation of the implementation date for the Sláintecare Consultant Contract.</p>
Details of Service	<p>This is a specialist Dual Diagnosis tertiary level service under the National Clinical Programme for Dual Diagnosis. This service will cater to those between the ages of 18 to 64 years and will be targeted at those with mental illness and co-morbid substance use disorders.</p> <p>It is expected that in the future phases of further development of this service, subject to adequate resources being available in the Dual Diagnosis services and HSE Addiction services, this service may also endeavour to cater to those with Gambling and Gaming disorders as part of their Dual Diagnosis. Furthermore, subject to future National level agreements, the post holder may also be expected to provide supervisory consultation services for those in a forensic setting and the regional Maternity hospital on a required basis.</p>

	Subject to availability of resources, the team is expected to have a NCHD, two Clinical Nurse Specialists, Case Manager, two Addiction Counsellors, Peer support worker, Clinical Psychologist, Social Worker and Occupational Therapist. This service will provide a tertiary level service to the counties under the catchment area of Clare, Limerick and North Tipperary Mental Health Services.
Reporting Relationship	<p>The Consultant's reporting relationship and accountability for the discharge of his/her contract is:</p> <ul style="list-style-type: none"> i) 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). ii) The Consultant in this post will report to the Clinical Directors in the MidWest Mental Health services in addition to reporting to the Executive Clinical Director and the Head of Service of the MidWest Mental Health Services. Furthermore, the post holder will also be expected to report to the National Clinical Lead in Dual Diagnosis when required.
Purpose of the Post	This post is developed to provide tertiary level Dual Diagnosis services to the service users in the age group of 18-64years in the catchment area of the Midwest Mental Health services. Furthermore, the post holder will provide services in line with the Dual Diagnosis National Clinical Programme.
Principal Duties and Responsibilities	<p>Standard Duties and Responsibilities</p> <ul style="list-style-type: none"> 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 Clinical Directorate Service Plan and in line with policies as specified by the Employer. 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 management of service delivery.
- m) To carry out teaching as appropriate.

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

- The post holder will be responsible as the lead clinician in the Dual Diagnosis team in the Midwest Mental Health services.
- This Consultant post entails the post holder to provide a multidisciplinary Dual Diagnosis service on an outpatient and inpatient basis along with outreach commitments. In addition, the post holder will provide consultation services and outreach services as needed along with providing on call to the Acute Psychiatric Unit in Ennis, Co.Clare.
- Key tasks involves collaborating with HSE Addiction services and other HSE services as needed in addition to working with regional voluntary bodies as required in providing an appropriate service to those with Dual Diagnosis. Also, the post holder will provide outpatient services and inpatient services in the HSE Midwest Mental Health Services' region in addition to providing consultation services as envisaged under the National Clinical Programme for Dual Diagnosis.
- In addition to providing clinical services as described above, the other most important aspects would include supervising NCHDs and providing clinical

	<p>supervisory role for Dual Diagnosis MDT members,</p> <ul style="list-style-type: none"> • The job holder will be doing outpatient clinics and outreach services for 4 hours each every week in the counties of Clare, Limerick and North Tipperary in addition to providing inpatient services for 8 hours each in the Acute Psychiatric Unit in Ennis , Co.Clare and Unit 5B Acute Psychiatric Unit in University Hospital Limerick. • The job holder will be responsible for providing and supervising Dual Diagnosis clinical services on an outpatient and inpatient basis in addition to outreach and Consultation services as required. Furthermore, the post holder will also be doing on calls in the Acute Psychiatric Unit in Ennis along with his other Consultant colleagues on a rota of around 1:9 at present. • The job holder will be accountable for providing Dual Diagnosis clinical services in the Midwest Mental Health services catchment area in line with the National Clinical Programme for Dual Diagnosis and also support the appropriate MDT member in providing KPIs on a monthly basis and as required by the Dual Diagnosis National Clinical Programme Office. • The job holder will be responsible for managing the NCHD under his/her supervision. <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 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 one year documented postgraduate evidence of training and/or experience assuring competence in the area of substance misuse</p> <p>Entry to competition / recruitment process 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>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.</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.</p>

	<p>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>
<p>Other requirements specific to the post</p>	<p>It is desirable but not essential that the candidate have at least one year experience in Addiction Psychiatry in a training post accredited by a recognised training body. Access to transport and a valid driving license will be required as the post will involve frequent travel covering three counties.</p>
<p>Skills, competencies and/or knowledge</p>	<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. <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,

	<p>working individually or as part of a team.</p> <ul style="list-style-type: none"> • 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>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 facilities 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 www.cpsa.ie</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 General Adult Psychiatrist S.I. Substance Misuse
OEPSRP07

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 General Adult Psychiatrist S.I. Substance Misuse at MHS Clare, Limerick and North Tipperary for 39 hours per week 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 October 2021 - New Entrant (Clinicians) from 1st October 2012* who are parties to the Haddington Road Agreement :</p> <p align="center">€147,685 €151,792 €160,394 €165,094 €172,144 €178,020 €185,070 €191,532 €201,561</p> <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)</p> <p>The Minister for Health has confirmed the Government Policy regarding the introduction of the new Sláintecare Consultant Contract as provided for in the Programme for Government. The Sláintecare Consultant Contract will provide for Public only work in public hospitals. The new Sláintecare Consultant Contract 2021 will be applicable to all new and replacement Consultant Contracts issued after the implementation date. Please note that the HSE has yet to receive confirmation of the implementation date for the Sláintecare Consultant Contract.</p>
Working Week	The standard working week applying to the post is: 39 hours per week
Annual Leave	The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997
Superannuation	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.

	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.
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
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 (€70,373 as at 01.10.21)	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 70,373 as at 01.10.2021) 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</p>

Positions remunerated at or above €176,435 at 1 October 2021.

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.ie/>

Positions remunerated at or above €176,435 as at 1st October 2021 are designated positions under the Ethics in Public Office Acts 1995 and 2001.

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.

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.

The Standards in Public Office Commission oversees compliance with the tax clearance provisions. We will provide details of your appointment and contact details to the Commission. Non-compliance will be investigated by the Commission. A report will be furnished to the HSE and laid before each House of the Oireachtas, at which point it will be made public. Any continuing non-compliance will also be noted in the Commission's Annual Report

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:

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
 - (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.

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.ie/>

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 02/06/2022. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: **Louise Keegan** at (01) **858 7473** or louise.keegan@publicjobs.ie.

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.

Candidates with Disabilities

Candidates who have indicated on their application or profile that they would like to avail of reasonable accommodations are asked to submit a psychologists/medical report. The purpose of the report is to provide PAS with information to act as a basis for determining reasonable accommodations, where appropriate.

These reports must be forwarded to the Assessment Services unit, Public Appointments Service, Chapter House, 26-30 Abbey Street Upper, Dublin 1 by close of business on **02/06/2022**. You should email a scanned copy of the report to asu@publicjobs.ie

If you have previously applied for a competition with PAS and submitted a report, please email asu@publicjobs.ie to confirm that your report is still on file.

If you would like to talk about your candidature and any accommodations that may be of benefit during the recruitment process, please contact our Disability Champion, Amanda Kavanagh, at amanda.kavanagh@publicjobs.ie For further information on the accessibility of our service please see our [Accessibility page](#).

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. Candidate can request the original to be returned to them from the Health Business Service medicalental@hse.ie. 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

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.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive. When you register with publicjobs.ie or submit an application for a competition, we create a computer record in your name. Information submitted with a job application is used in processing your application. 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. If you are successful in the recruitment and selection competition, your application may be made available to the Human Resources section of the organisation to which you have been assigned.

To make a request to access your personal data please submit your request by email to: dpo@publicjobs.ie ensuring that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record(s).

Information in relation to a candidate's personal data held by the Public Appointments Service are set out on the Data Protection page of www.publicjobs.ie.

Use of Recording Equipment

PAS does not allow the unsanctioned use of any type of recording on its premises or any location where assessments/tests/interviews, etc. take place, e.g. video interviews, teleconference. 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 candidates/clients 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.

Eligibility to compete and certain restrictions on eligibility

While the HSE is an equal opportunities employer, in line with current Department of Enterprise, Trade and Employment work permit requirements, applications from candidates other than those stated below will only be considered in the event that a candidate with those requirements cannot be found to fill a vacancy.

Candidates must by the date of any job offer, be:

- (a) A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; **or**
- (b) A citizen of the United Kingdom (UK); **or**
- (c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; **or**
- (d) A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; **or**
- (e) A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4 visa **or**
- (f) A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4 visa

For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

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.

During the interview, the PAS Representative will maintain the official record. This involves taking an objective note of questions asked by board members and of the key points/words from candidate answers. While a verbatim account is not expected, the record may be used as an aide-memoire e.g. when evaluating/reflecting back on candidates after the interview; evidence and justification for decisions made; used in the case of a review, appeal or challenge. These notes are releasable to candidates on request.

Following on from each candidate's interview the PAS Representative will record a summary comment representing the consensus view of the Board. The purpose of this summary comment is to provide clear and concise feedback on a candidate's performance at the interview. This must relate to the candidate strengths/ weaknesses as assessed against the key criteria covered at interview. This comment provides specific and meaningful feedback on each candidate reflecting the marks awarded, however, it is not intended to be a mechanism for providing developmental guidance or advice for the candidate. This comment is particularly important where the candidate has been unsuccessful, or whose placing is unlikely to be reached. When requested, this comment will be used to facilitate feedback by PAS to the candidate.

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.