Professor/Consultant Medical Oncologist

Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 hours per week

South / South West Hospitals Group

Closing Date: 3pm on Thursday 15\textsuperscript{th} September 2022

CID: 22232604

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.

Contact: MCR 1
Public Appointments Service
Email: medicalconsultantrecruitment1@publicjobs.ie
URL: www.publicjobs.ie
Title of Position: Professor/Consultant Medical Oncologist

Competition ID: 22232604

HSE Reference: CUGM0N06

Department/Office: South / South West Hospitals Group

Details of Service
Care is delivered in a variety of settings. New approaches and models of care to follow the care demands of the health service are being advanced within the context of overall healthcare reform, to include Sláintecare.

Cork University Hospital (CUH) is the largest university teaching hospital in Ireland and the only regional cancer centre nationally (as defined by the National Cancer Control Programme) which caters to ALL cancer types. It is a tertiary referral center for a number of specialized services including medical and radiation oncology, and haematology. It is one of two cancer centres in the country which manages surgical care of hepatobiliary/pancreatic (alongside Mercy University Hospital, MUH) and central nervous system tumors (neuro-oncology). CUH houses a Cancer Clinical Trials Unit (Cancer Trials Cork), a HRB-Clinical Research Facility (in collaboration with the Mercy University Hospital), and a state-of-the-art Radiation Oncology Cancer Center (Glandore Centre) which is now the largest single site Radiation Oncology facility in Ireland.

The consultant medical staff at the Department of Medical Oncology provide care at Cork University Hospital, Mercy University Hospital, South Infirmary / Victoria Hospital and University Hospital Kerry. The department currently has 5.5 WTE consultants to cover these hospitals. Chemotherapy and Outpatient services are provided at each site and inpatient services are at CUH and the Mercy Hospital. The Department runs a robust cancer clinical trials program providing access to novel therapies for cancer patients in CUH and regionally, with the highest accrual nationally to therapeutic clinical trials over the last number of years. The catchment area for the Department covers all of counties Cork and Kerry – population 691,000.

Cork University Hospital is also the principal teaching hospital attached to the School of Medicine, University College Cork. Over the last decade, University College Cork (UCC) has
seen a major expansion in clinical and translational medical research. UCC’s College of Medicine and Health (CoMH) is the primary academic partner to the South/South West Hospital Group (SSWHG) and the Bons Secours, Cork, and has a working relationship with Public Health and Primary Care in the Cork and Kerry region. Therefore, the College is fortunate to have a highly skilled healthcare workforce and a health ecosystem that offers a fertile ground for growing and developing health research and innovation.

The Research Impact Ontology of the College of Medicine and Health 2018 outlines the strengths of the region including the thriving Health Research Board funded HRB-Clinical Research Facility (HRB CRF-C) at the Mercy University Hospital (MUH) and Cork University Hospital (CUH), the Oncology Clinical Trials Unit at Cork University Hospital (Cancer Trials Cork), the state-of-the-art ASSERT simulation centre, modern scientific laboratories, excellent interdisciplinary collaborations (e.g Health Innovation Hub Ireland, APC Microbiome Ireland, Tyndall National Institute), and of course the large patient population attending the regions health care facilities.

Cancer research is one of five focus research areas for the CoMH. Cancer researchers in UCC span the Schools of Medicine (including Cancer Research @UCC), Pharmacy, Pharmacology and Therapeutics, Pathology, Biochemistry and Cell Biology, Science Engineering and Food Science. Furthermore, as many as 9 of the world’s top 10 medtech companies have a base in Ireland and 60% of the 450 medtech companies based here are indigenous. An Integrated Academic Healthcare System is envisioned for our region, leading the way with an academic cancer health system incorporating clinical, research and educational excellence. As such, UCC and the SSWHG have recently hired a Chair in Cancer Research (Professor Roisin Connolly) to develop and expand cancer research at UCC, and facilitate collaboration between bench scientists in the university base, clinician scientists at the hospital base, and population health scientists in the School of Public Health and the National Cancer Registry Ireland (located in Cork). As UCC and the HSE SSWHG moves to develop a Cancer Institute in Munster; a coordinated effort, in collaboration with dedicated partners, is essential to integrate high quality cancer prevention and clinical care with frontier research, education and training. A key first step in developing and implementing this vision is to create a senior leadership team which will bring together researchers from the bench to the clinic.

The Professorship in Medical Oncology will play a key role within the University and Hospital to move the cancer agenda forward regionally and indeed nationally. The appointee will be an Academic Physician of international standing, accredited to practice in Medical Oncology. The postholder will fulfil a broad remit with responsibilities not only to patients and clinical service provisions but also to the research, educational and academic leadership functions of the UCC Department of Medicine, the School of Medicine, aligned UCC Research Centres and the University at large.

These posts are the result of a collaboration between UCC, University of Pittsburgh Medical Center (UPMC), and University of Pittsburgh School of Medicine, USA. It is anticipated that the appointment of the two new positions, will establish a two-way exchange of expertise between UCC and UPMC that will be integral to the progression of the cancer research portfolio in the region; facilitating further recruitment and retention; fostering partnerships with funders and their affiliated institutions/organisations and establishing a greater collaborative research environment providing access to clinical trials and cutting edge research for all patients.
The role of the Professor is to support, maintain and enhance the University's national and international reputation for excellence in research and teaching. Contribution to excellence in research will encompass international leadership in a Professor's relevant subject area through originality in research and scholarship and contribution to the advancement of knowledge in that subject area. Professors are expected to lead research within the University, both in their research work and in their support of the research work of other staff. They are expected to support more junior staff in developing their capacity for research by providing guidance and assistance or through their inclusion in research teams and their introduction to useful networks inside and outside the University.

Professors are expected to foster research among postgraduate students through the provision of information, ideas and guidance, taking the lead in their support and supervision and in seeking external research funding for their support. Professors are also expected to promote and lead the application and impact of research through commercialization, spin-outs and licensing. Professors should take a full part in the life of the University and promote their discipline within it. Professors should be consulted concerning issues of academic standards including the appointment and promotion of academic staff. Professors are expected to participate in scholarly activity through appropriate national and international organizations and, through their work in promoting research and academic developments more generally, to represent the University in the community locally, nationally and internationally.

Academic time for UCC affiliated oncologists will facilitate the development of innovative clinical and translational projects, collaborations with bench and population health researchers and will ultimately raise the profile of cancer research in the region and (inter) nationally. In parallel, the development of translational training and mentoring opportunities for basic scientists and clinical investigators will enhance research output, funding opportunities, career development and retention of the best and brightest in the region in keeping with both HSE and UCC Strategy.

Additional information which outlines a vision for developing a Cancer Institute in the S/SW of Ireland, bringing expertise from UCC, UPMC University of Pittsburgh and HSE SSWHG together under one umbrella is provided along with this Job Description; and will utilize the Organization for European Cancer Institute’s (OECI) template for optimal quality of cancer care, education & training and research.

About this Role
The post holder will form part of the clinical Medical Oncology team in CUH and their training and subspecialty interests will dictate how they integrate into the service and which cancer multidisciplinary meetings (MDTs) they will support.

They will have inpatient, outpatient, teaching, research and administrative duties in order to contribute to the overall functioning of the department.

They will become Principal Investigators within Cancer Trials Cork (and new HRB-funded UCC Cancer Trials Group).
They will be housed academically within the Cancer Research @UCC translational cancer research complex in the Western Gateway building (UCC) where office space is available (Director, Prof Roisin Connolly).

The post holder will have an important role working alongside the Professor Gerald O’Sullivan Chair in Cancer Research. This will involve driving the ongoing development and expansion of cancer research regionally across UCC and affiliated hospitals.

The post holder will be expected to collaborate with researchers at Cancer Trials Cork, Cancer Research @ UCC and other academic bodies such as the Tyndall and APC Institutes; expanding current or developing new cancer research programmes in their area of expertise.

**Reporting Relationships**

The Consultant’s reporting relationship and accountability for the discharge of his/her contract is:

i) to the Chief Executive Officer/General Manager/Master of the hospital (or other employing institution) through his/her Clinical Director1 (where such is in place). The Hospital Group Chief Executive Officer or Chief Officer, Community Health Organisation may require the Consultant to report to him/her from time to time.

ii) Clinical: Clinical Director for Cancer Services CUH & CEO CUH

iii) Academic: Head/Dean of the School of Medicine & HR Manager UCC

**Informal Enquiries to:**

**UCC:** Prof. Roisin Connolly, Professor/Consultant Medical Oncologist, Cork University Hospital roisin.connolly@ucc.ie

**CUH:** Dr. Richard Bambury, Consultant Medical Oncologist, Cork University Hospital richard.bambury@hse.ie

**Location of Post**

This is an appointment to the South / South West Hospitals Group on a Type B 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 Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 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 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.

Principal Duties and Responsibilities

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.

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.

The academic component of the appointment will be governed by the conditions outlined for Professorial Appointments in the principal statute of University College Cork.

**Leadership**

- Demonstrate academic leadership in the development of Cancer Research @ UCC, School of Medicine through teaching, research and scholarship, and in any other appropriate manner.

- Evidence of leadership experience in an academic environment, which might include leading a clinical or research programme and staff supervision.

- Mentor, support and advise junior staff as appropriate and assist in their academic career development in teaching and research and foster the research and scholarship of other individuals and groups within their academic unit and the University.

**Research**

- Engage in productive research and scholarship and contribute to the advancement of knowledge within his/her discipline and publish his/her research in appropriate peer-reviewed publications, creative works or other forms of scholarship appropriate to the School of Medicine.

- Carry out initiatives in generating research income and assist in the co-ordination of research funding activities within the school, as appropriate to the School of Medicine.

- Supervise students undertaking research projects (especially at PhD level).

- Engage in other scholarly activities relevant to the discipline.

**Teaching & Examining**

- Promote excellence in teaching and learning and encourage the application of innovative teaching and learning methodologies within the School of Medicine and within other academic units in the University, as appropriate.

- Teach and examine on courses at undergraduate and postgraduate level and, where appropriate, adult and continuing education courses and make a distinguished personal contribution to teaching at all levels.
- Supervise undergraduate and postgraduate students.

- Contribute to, and take a leadership role where appropriate in, the regular evaluation of curricula, and the development of new curricular initiatives.

- Perform a significant role in the development of postgraduate studies at UCC.

- Lead in the maintenance of academic standards and in the development of the curriculum within his/her subject areas.

- to give the students attending his/her ordinary lectures assistance in their studies, by advice, by informal instruction, by occasional and periodic examination, and otherwise, as s/he may judge to be expedient; also, to make such arrangements as s/he sees fit to make to meet students who have individual queries.

- to give instruction to his/her students and assist them in the pursuit of knowledge.

- to hold, or assist at, all University examinations in the subjects with which s/he is an examiner.

Contributions

- Promote the discipline both inside and outside the University and contribute to the overall intellectual life of the University and society.

- Serve if required as head of one of the College’s academic units subject to relevant University regulations, statutes and management requirements.

- Develop links with professional bodies and external agencies, where appropriate.

- Contribute to the administrative duties of the discipline/department/school and to act as a member of such committees as may be required within the university.

- Fulfil other duties appropriate to the post as may be assigned by the Head of School.

- Carry out other duties as may arise as identified in the University statutes.

- To carry out administrative and other appropriate duties lawfully allocated to them within their department or other academic unit.

- if a member of the Academic Council, to attend its meetings.
to serve upon all the committees to which s/he may be appointed by the Governing Body or the Academic Council, and to assist and co-operate with the Governing Body in such other reasonable ways as the Governing Body may prescribe, for the maintenance of discipline and good conduct among the students, or for the general business of the University.

The above listing is not exclusive or exhaustive and the post holder may be required to undertake duties as may reasonably be expected. All staff are required to be flexible, co-operative and professional within the needs of the post and the Discipline/Department/School, College and University. The University is undertaking a major reform of its internal structures which may necessitate possible future changes in the organisation of its activities.

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.

The Letter of Approval for this position can be found at: HERE

More information on the University College Cork can be found: HERE
Eligibility Criteria

1. Qualifications & Professional Requirements

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 medical oncology.

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.

Section 62 Post
It is noted that this post of Professor/ CONSULTANT MEDICAL ONCOLOGIST is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of the University College Cork. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.

Successful candidates for the Role of Professor will possess the following:

Qualifications
A postgraduate academic qualification (e.g. MD; PhD) or a significant record of research and publication in the relevant discipline, significant experience in another sphere may be considered.

Leadership
The ability to provide vision and leadership within the strategic framework of the College and the University.
Excellent communication and interpersonal skills commensurate with leading and supporting a team of committed academic and administrative colleagues together with the demonstrated ability and willingness to work in a collaborative environment.

Teaching and Examining
Evidence of significant achievement in and commitment to excellence in research-led teaching and learning at undergraduate and postgraduate level and willingness to both contribute to and lead in the development of the teaching programmes offered by the academic unit.
Evidence of a contribution to innovation in teaching and in curriculum or programme development, review and evaluation.
Proven ability to teach, inspire and supervise students, communicate ideas and concepts in a teaching and learning environment and where the opportunity has existed, to develop and lead postgraduate supervision to doctorate level.

A familiarity with and willingness to use modern teaching technologies.

**Contributions**

Proven senior administrative experience and the capacity and willingness to act as head of an academic unit.

Evidence of participation in relevant academic and professional associations/ bodies as appropriate.

Ability to participate in and contribute to the overall intellectual life of the University, the academic discipline and society at large.

**Other**

An understanding of, and empathy with, the concerns of students.

Evidence of ability to work on own initiative as well as part of a team.

A commitment to the long term development of the discipline

**Research**

International standing as a leading researcher and scholar in the relevant discipline or profession as evidenced through an outstanding contribution to its advancement through research outputs including peer reviewed publications, creative works or other appropriate forms of scholarship and a significant research funding record, as appropriate to the discipline.

A record of successful leadership and international recognition through research and scholarly activity within the discipline, including research supervision, examining, editing and refereeing, as appropriate for the discipline.

**Note 1:** 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.

The successful interviewee must be registered as a Specialist in the relevant speciality 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.
Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by The Medical Council of Ireland.

2. Skills, competencies and knowledge

Working with Others

- 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.

Managing Services

- 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.

Setting Direction

- 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.

Improving Services

- 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.
Demonstrating Personal Qualities

- 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.

3. Health and Character

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.

Character

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

Tenure
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.

A panel may be formed from which other permanent vacancies for Professor/Consultant Medical Oncologist at Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 hours per week may be filled

Renumeration
The annual salary will be as set out in the Consultant Contract 2008 (as per standard text issued by the HSE) for **Contract Type B**:

Medical Consultants Salary Scales from 1st October 2021 - New Entrant (Clinicians) from 1st October 2012* who are parties to the Haddington Road Agreement:

€188,274  €196,694  €205,350  €214,177  €223,302  €225,323

Note:

*Consultants taking up posts under these scales may benefit from incremental credit up to the 6th point

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)

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.

Pro Rata Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 hours per week

Taking up Appointment
Ideally, the successful candidate will take up duty no later than 4 months of being interviewed

Working Week
The standard working week applying to the post is: 39 hours per week
Pro Rata Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 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

Pro Rata Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 hours per week

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.

Pro Rata Cork University Hospital for 19.5 hours per week and to UCC, for 19.5 hours per week

Age
The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.

* Public Servants not affected by this legislation:

Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.

Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.

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 01.10.2021) 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;

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.

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.

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.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/
THE SELECTION PROCESS

How to Apply

Applications should be made online through www.publicjobs.ie. Candidates who have not already done so, must register as a New User to create a profile (register a new account), to do so please click on ‘Login’ in the top right hand corner of our website. 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. All sections of the application form must be fully completed.

Click on the button ‘Apply now’ to access the application. This button is located at the end of the job posting page for Professor/Consultant Medical Oncologist on www.publicjobs.ie

You must ensure your candidate name and ID is correct before you submit.

Applications must be made by submitting an on-line application and attaching a single document with the following elements included:

- A comprehensive CV
- A short cover letter/ personal statement (i.e. no more than 2 pages) outlining why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

Please carefully note the following instructions: Please ensure that you save your form at regular intervals using the “Save” button at the bottom of the page. If you are inactive on this page for 30 minutes, the page will time out and your information may be lost.

It is imperative that all sections of this application form are completed in full. You may save the form as a draft and come back to it later however please note that you must submit the form in order to be considered for this competition as draft applications will not progress to the next stage.

Once you have submitted your application you should return to your public jobs account and confirm that it has been successfully submitted via ‘My Applications’. You should review your submitted application and ensure that it is fully completed and correct. At this point you should consider adding publicjobs.ie to your safe senders or contact list within your email account to avoid not receiving email because a public jobs email has been blocked.

Only fully completed and submitted applications will be accepted into the competition. The admission of a person to the competition, or invitation to undertake any element of the selection process is not to be taken as implying that the PAS or other body is satisfied that such a person fulfils the requirements.

Only one application per person is permitted.

Closing date
Your application must be submitted on www.publicjobs.ie not later than 3pm, Thursday 15th September 2022. If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: MCR 1 at medicalconsultantrecruitment1@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.

**Please note**
If the Public Appointments Service is not notified of any issues or problems you experience on the day of the tests/interview, we will not be in a position to address these after the fact.

**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 3pm on 15th September 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.

The criteria 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.

Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.

**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 fulfills 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 medicaldental@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/
Review and Complaint Procedures under the Code of Practice for Appointments to Positions in the Civil and Public Service

If a candidate is unhappy following the outcome of any stage of a selection process, they can either:

1. **Request a Review of a decision** made during the process

Or

2. **Make a Complaint** that the selection process followed was unfair

A candidate can follow either one of the two procedures in relation to the same aspect of a selection process, but not both. Where a review of a selection process has taken place under Section 7 (as detailed below), 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 for Public Service Appointments (CPSA) at its sole discretion.

There is no obligation on PAS to suspend an appointment process while a Review or Complaint is being considered. However, the CPSA expects that, where possible, PAS will intervene in cases where it finds an error is likely to have occurred.

**Requesting a Review under Section 7**

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). PAS will consider requests for review in accordance with the provisions of Section 7 of the Code of Practice for Appointments to Positions in the Civil and Public Service published by the CPSA.

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 Informal Review will consist of a desk-based examination of any available information in relation to the recruitment process and the decision taken regarding the candidate’s application. The outcome of the Informal Review Process will be communicated to the requester in writing.

- A request for Informal Review must be made within 5 working days of notification of the decision, and will normally take place between the candidate and a representative of the PAS who had played a key role in the administration of the selection process.
- Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

A request for Formal Review must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Review process. 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 candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
- The Formal Review will be conducted by a person who is completely independent of the selection process.
• The outcome of the Formal Review must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

Making a Complaint under Section 8
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 to make a complaint under Section 8 to PAS in the first instance, and to the Commission for Public Service Appointments subsequently on appeal if they remain dissatisfied.

On foot of a Section 8 Complaint process, either PAS or the CPSA may find that the recruitment and selection process in question has not adhered to the standard set out in the Code of Practice. In such cases, PAS and the CPSA may make recommendations in order to prevent such issues from reoccurring again in the future. The CPSA cannot instruct PAS to reverse a decision taken in the course of an appointment process. Any candidate wishing for an investigation into the decision taken regarding their application as part of a selection process should request a Review under Section 7, as outlined above.

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.

The Informal Complaint will consist of a desk-based examination of any available information in relation to the recruitment process. The outcome of the Informal Complaint will be communicated to the requester in writing.

• An Informal Complaint must be made within 5 working days of notification of the decision, and will normally take place between the candidate and a representative of the PAS who had played a key role in the administration of the selection process.
• Where a candidate remains dissatisfied following any such informal discussion, he/she may adopt the formal procedures set out below.

A Formal Complaint must be made within 5 working days of either the notification of the selection decision, or the notification of the outcome of the Informal Complaint. 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 candidate must address his/her concerns in relation to the process in writing to the Chief Executive (via email to ceomailbox@publicjobs.ie, or in writing to Chief Executive Officer, Public Appointments Service, Chapter House, 26/30 Abbey Street Upper, Dublin 1), outlining the facts that they believe show an action taken or decision reached was wrong.
• The Formal Complaint will be investigated by a person who is completely independent of the selection process
• The outcome of the Formal Complaint must generally be notified to the candidate within 25 working days of receipt of the request for review. If the investigation does not produce a decision within this time, PAS must keep the candidate informed of the status of the review and the reasons for the delay.

For further information on the above Review and Complaint procedures please see the Code of Practice for Appointments to Positions in the Civil and Public Service which is
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/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.

Candidates should note that canvassing will disqualify.