



## **An tSeirbhís um Cheapacháin Phoiblí Public Appointments Service**

CANDIDATE INFORMATION BOOKLET

**Consultant Radiologist (3 posts)  
University Hospital Kerry 39 hours per week  
South/ South West Hospital Group**

**Closing Date: 3pm on Thursday 30/03/2023**

**CID: 2300710**

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

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

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

For Medical consultant roles there are two competency frameworks in existence, please refer to individual information booklets for specific competency information.

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**Contact: Medical Consultant Recruitment 1,  
Public Appointments Service  
Email [MCR1@publicjobs.ie](mailto:MCR1@publicjobs.ie)  
URL: [www.publicjobs.ie](http://www.publicjobs.ie)**

**Consultant Radiologist (3 posts)  
University Hospital Kerry 39 hours per week  
South/ South West Hospital Group**

**Closing Date: 3pm on Thursday 30/03/2023**

**Title of Position:** Consultant Radiologist

**Competition ID:** 2300710

**HSE Reference:** TERARA02,TERARA04 & TERARA05

**Department/Office:** HSE – South/ South West Hospital group

#### **Details of Service**

University Hospital Kerry is the third largest of the Health Service Executive – South/South West Hospital Group's nine acute hospitals. The hospital provides acute general hospital services to the population of Co. Kerry (147,554 CSO 2016) and additionally to a proportion of the populations of West Limerick and North Cork.

At the core of the Hospital's service is the provision of emergency and unplanned specialist care, 24 hours a day, every day of the year. This is matched by a range of scheduled care services across a range of medical and surgical specialty areas with a variety of outpatient, day case and inpatient streams of care. These specialties include general medicine, rheumatology, respiratory medicine, cardiology, endocrinology, gastroenterology, cardiology, oncology, nephrology, general surgery, trauma and orthopaedics surgery, obstetrics and gynaecology and paediatrics. There is an acute stroke service with on-site thrombolysis and onwards referral to Cork for thrombectomy. Visiting consultants provide outpatient services in a number of additional specialties.

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. These approaches include local work towards the introduction of an Acute Floor Model for unscheduled care and plans for the introduction of Cardiac CT. At a Hospital Group level these include plans to develop Group-wide collaboration and integration of pathways.

Within these care models and to meet the requirements of the various patient streams, the existing Radiology service is provided through funding of five Consultant Radiologist positions. The advertised posts seek to recruit into a number of these permanent positions which are currently filled on a non-permanent basis.

The Radiology Service comprises plain film and CT scanning, ultrasound, DEXA scanning, fluoroscopic procedures and interventional procedures such as biopsy and drainage of fluid collections. There is a sizeable oncology service with regular MDT meetings at which

radiologists play a key role. Radiologists are assigned to the various modalities on a rotational basis and in line with their level of interventional expertise. MRI is provided within hours on-site through a service level agreement with an external provider and reporting assignments can be arranged for UHK radiologists. Out of hours emergency radiology service is provided through a 1:5 consultant on-call roster.

With five permanent Consultant staff in post, the Radiology Department will see the initiation /embedding of significant improvements in the quality of the service including:

- Enhanced Clinical Governance compliance
- Further pro-active engagement with the National Clinical Programme for Radiology (NCPR)
- Delivery of Radiology teaching from the Imaging Dept at UHK & accordingly the potential for taking on board of Registrars for training purposes.
- To enable the routine inclusion of MRI studies as part of public contract commitment, the existing Service Level Agreement with the current provider will be reviewed with view to modification accordingly to provide for same.
- Interventional Radiology services such as biopsy and fluid collections will be adapted and extended.

This framework will lend itself well to greater quality & more timely management of patients (improving overall patient flow) while team consistency & stability into the future will serve to increase the Radiology Department's resilience.

It is anticipated that once the remaining posts have been filled in a permanent capacity, at least one to two champions for the teaching role will undertake the necessary 'Trainer' courses with the Royal College of Radiologists Ireland. Provision of exposure and expertise in this area will likely attract trainee Radiologists to the hospital.

Appointment of this Consultant General Radiologist (IR skill set desirable) post in permanent capacity will make a valuable contribution to shaping the longer term strategy of the Department. The post holder will play a crucial role in the wider multidisciplinary team, delivering radiology services at the hospital and will require to be dynamic in adapting to internal / external factors & changing demands. It is expected that the successful candidate will provide leadership particularly in integrating the best of current knowledge & practice into the discipline.

### **About this Role**

The purpose of this post is to increase the number of permanent consultant radiologists at University Hospital Kerry in order to provide the full range of radiology service relevant to a Model 3 hospital on a sustainable basis. Further, to bring enhanced clinical leadership to the Department.

## Reporting Relationships

The Consultant's reporting relationship and accountability for the discharge of their contract is:

- i) to the Chief Executive Officer / General Manager / Master of the hospital (or other employing institution) through their Clinical Director (where such is in place). The Hospital Group Chief Executive Officer or Chief Officer, Community Health Organisation may require the Consultant to report to them from time to time.
- ii) The post-holder will report administratively to the General Manager if University Hospital Kerry and will be clinically accountable to the Clinical Director.

## Key Working Relationships

The post-holder will develop and maintain key working relationships with the Radiology Service Manager and Consultant Radiologist colleagues in order to deliver the required clinical radiology services to the hospital. Further key relationships will be those with the radiographers, sonographers, nurses and administrative staff within the department. More broadly, relationships with clinical specialties across the hospital will be key to the delivery of effective and timely patient care. When training grade registrars are approved for and recruited to the hospital, these will report directly to the consultant radiologists.

### Informal Enquiries to:

**Name: Dr. Paul Hughes**

**Title: Clinical Director**

**Telephone Number: 066 718 4000**

**Email address: [clinical.directorUHK@hse.ie](mailto:clinical.directorUHK@hse.ie)**

### **Location of Post**

This is an appointment to the South/South West Hospital Group on a Type B basis under the Consultants' Contract 2008 (as per standard text issued by the HSE) by the Health Service Executive. This initial commitment for this post will be to University Hospital Kerry 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, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes. This is a replacement 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 Contract.

\* As outlined in HR Memo – Haddington Road Agreement (HRA) hours reversal on 29th June 2022, there is a 2 hour reduction for Consultants that are on 39 hours per week (to 37 hours per week)

## **Principal Duties and Responsibilities**

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

In the exercise of his powers under the Health Act, 2004, the CEO of the South/South West Hospital Group will determine that the person appointed shall perform the following duties appropriate to the office:

To practice as Consultant Radiologist, University Hospital Kerry 37 hours per week under the terms and conditions specified in the Consultants Contract 2008 and in particular –

- Participate in providing the range of Radiological Services required at University Hospital Kerry
- Participate with on-call duties with consultant colleagues
- Liaise with relevant clinical services across the hospital and provide radiological consultation services as required
- Participate in multidisciplinary case conferences with particular emphasis on oncology.
- Teach medical and non-medical staff as well as undergraduate students determined by their specific requirements.
- Participate in the governance and management of the radiology department and the broader hospital management structure.
- Work with hospital and SSWH Group management structures via the Clinical Director in the continued delivery of this service and the general efficiency of the hospital

## **Standard 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.
- m) Have a working knowledge of the Health Information and Quality Authority (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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
- n) Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.
- o) Act as spokesperson for the Organisation as required.
- p) Demonstrate pro-active commitment to all communications with internal and external stakeholders.

**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 them from time to time and to contribute to the development of the post while in office.**

The Letters of Approval for these position can be found here: [TERARA02](#) , [TERARA04](#) & [TERARA05](#)

## 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 radiology.

#### Section 62 Post

It is noted that this post of Consultant Radiologist is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of 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 this role will be expected to have demonstrable experience and ability in the following:**

#### Teaching

Experience in teaching at undergraduate level is required, while teaching post-graduates is desirable.

#### Research

Competence and experience in research are desired but not essential. An ability to interpret research and apply to the workings of the department is essential.

#### Other requirements specific to the post:

- Access to transport will be required to allow for on-site attendance if necessary while on-call.

**Note 1:** No candidate will be appointed as a Medical Consultant unless they are 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. 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.



## NEW MEDICAL CONSULTANT

### COMPETENCY FRAMEWORK IMPLEMENTATION 2022

A review of the competency framework for Medical Consultants was conducted by PAS in collaboration with the HSE.

In reviewing the competency framework, a Job Analysis was conducted by a team of Chartered Occupational Psychologists on the role of Medical Consultant. The review covered a number of specialisms including Anaesthesia, Emergency Medicine, Obstetrics and Gynaecology, Medicine, Paediatrics, Pathology, Psychiatry, Radiology and Surgery. There were a wide range of Stakeholder Groups involved in the consultation process and extensive international benchmarking was also carried out. The output was a new comprehensive competency framework outlined below.



All candidates will be assessed across the competency areas of ***Delivering Clinical Expertise, Leading and Governance, Engaging Staff, Patients and Family*** as well as ***Improving Future Care***. These new competency areas take account of the Clinical, Organisational and Interpersonal requirements for the role as well as the future focussed direction of the role.

### **3. Skills, competencies and knowledge**

#### **Clinical Competence – Delivering Clinical Expertise**

*(incorporating clinical knowledge & skills, clinical experience, Continuous Practitioner Development)*

- Possesses a detailed knowledge and understanding of the relevant specialist domain
- Has a clear understanding of the clinical challenges facing relevant population groups
- Demonstrates leadership skills to enhance patient care and safety
- Applies knowledge effectively to make clear and proactive decisions
- Anticipates rather than reacts; maintains knowledge of current research and practice
- Recognises and respond to the complexity, uncertainty and ambiguity inherent in medical practice
- Has track record of doing things thoroughly in challenging cases / complex referrals
- Adopts a patient-centred approach to understanding patient needs and delivering their care
- Makes a clear and decisive contribution within the multi-disciplinary team
- Regularly engages in further education to develop self and practice

#### **Organisational Competence – Leading & Governance**

*(Incorporating clinical leadership & accountability, clinical service planning)*

- Sees self as accountable for relevant issues related to clinical outcomes, patient safety, risk, quality, stewardship of resources and change management
- Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity
- Recognises respective areas of accountability of the CEO, General Manger / Service lead and others
- Efficient and organised; employs effective processes to manage and prioritise workload
- Open and honest; willing to admit mistakes and learns from experiences
- Is aware of resources available and manages these appropriately to ensure the delivery of safe and efficient services
- Contributes to the development of business and service plans to achieve service goals
- Reviews and monitors service provision
- Adequately identifies, assesses, manages and monitors risk within their area of responsibility

#### **Interpersonal Competence – Engaging Staff, Patients & Family**

*(Incorporating communication & listening skills, dealing with emotional situations, teamwork & collaboration, motivating and supporting others)*

- Listens attentively and accurately to others and tailors their communication to suit the individual and the situation (oral and written)
- Encourages people to collaborate towards a common goal or vision
- Helps people to identify and develop their strengths, supports people when things go wrong
- Demonstrates self-awareness; understands own limitations
- Manages own emotions and is resilient, remains calm under pressure
- Adopts an inclusive, collaborative approach / understands and respects others' roles within the wider multi-disciplinary team / treats people with respect at all times

- Sees self as a team member; is willing to take as well as give direction / works within teams to deliver and improve services
- Effectively influences and persuades others

### **Future Focused Competence – Improving Future Care**

*(Improving healthcare quality, Teaching & Research)*

- Identifies the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment
- Encourages improvement and innovation, creating a climate of continuous service improvement.
- 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 is accountable for decisions
- Contributes to an ongoing process to improve health in the community / population they serve, with a strong appreciation of the service user
- Shares learning with colleagues via formal and informal methods (thinking aloud)
- Makes time to coach and support others; shows empathy for the concerns of learners, promotes a safe learning environment

# 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 Consultant Radiologist at University Hospital Kerry for 39 hours per week may be filled.

## Remuneration

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 2022 - New Entrant (Clinicians) from 1st October 2012\*:

<b>€145,033</b>	<b>€150,194</b>	<b>€157,323</b>	<b>€158,392</b>	<b>€163,230</b>	<b>€168,080</b>	<b>€176,699</b>
<b>€184,191</b>	<b>€191,683</b>					

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.

## Taking up Appointment

Typically within 6 months of interview.

## Working Week

The standard working week applying to the post is: 37 hours per week

\* As outlined in HR Memo – Haddington Road Agreement (HRA) hours reversal on 29th June 2022, there is a 2 hour reduction for Consultants that are on 39 hours per week (to 37 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**

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.

## **Mandated Person Children First Act 2015**

As a mandated person under the Children First Act 2015 you will have a legal obligation:

- To report child protection concerns at or above a defined threshold to TUSLA.
- To assist Tusla, if requested, in assessing a concern which has been the subject of a mandated report.

You will remain a mandated person 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 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 **€185,380** as at 1st October 2022 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](http://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 **Consultant Radiologist (3 posts)** on [www.publicjobs.ie](http://www.publicjobs.ie) You must ensure your candidate name and ID is correct before you submit.

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](http://www.publicjobs.ie) not later than 3pm, Thursday 30/03/2023.** If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact: [MCR1@publicjobs.ie](mailto:MCR1@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 they are 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 **30/03/2023**. **You should email a scanned copy** of the report to [asu@publicjobs.ie](mailto:asu@publicjobs.ie)

**If you have previously applied for a competition with PAS and submitted a report, please email [asu@publicjobs.ie](mailto: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](mailto: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 for 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 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](http://www.disclosurescotland.co.uk)

[www.psni.police.uk](http://www.psni.police.uk)

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

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

[www.fbi.gov/about-us/cjis/identity-history-summary-checks](http://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](mailto: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](http://www.dohc.ie) or by contacting the Department of Health (00353-1-6354000)

The successful candidate must provide satisfactory documentary evidence that they are 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 they 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](mailto: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](http://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, they 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 their concerns in relation to the process in writing to the Chief Executive (via email to [ceomailbox@publicjobs.ie](mailto: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, they 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 their concerns in relation to the process in writing to the Chief Executive (via email to [ceomailbox@publicjobs.ie](mailto: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 available on the website of the Commission for Public Service Appointments, [www.cpsa.ie](http://www.cpsa.ie)**

### **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.

**Candidates should note that canvassing will disqualify.**