### Job Specification and Terms and Conditions

| **Job Title and Grade** | General Practitioner – Assistant with a view to partnership in the GMS Scheme with Dr. David Matson, 40 Gardiners Hill, Cork.  
(Post held under GMS Contract and terms of partnership agreement with the GP practice) |
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<tr>
<td><strong>Competition Reference</strong></td>
<td>PM10610</td>
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</table>
| **Closing Date** | 5pm on Thursday, 24th June 2010.  
Applications received after 5p.m. on the closing date will not be accepted. |
| **Location of Post** | The successful applicant will be required to work at Dr. Matson’s surgeries at 40 Gardiners Hill, Cork and Broadale, Douglas, Cork and reside within reasonable access to them. |
| **Organisational Area** | North Lee |
| **Details of Service** | There are approximately 737 persons on his panel.  
The GMS Scheme provides for the provision of medical care at general practitioner level for medical card patients. Full details of the scheme are set out in the contract documentation and in circulars/regulations (particularly Circulars 8/75 and 9/80) issued by the Department of Health and Children.  
Doctors participating in the scheme do so under a formal contract for service so they are contractors rather than employees of the Health Service Executive. |
| **Reporting Relationship** | The post holder will normally serve a trial period of six months as a general practitioner within the practice, during which the arrangement can be terminated by either party. The trial period can also be waived by the Principals in the practice. Subject to the approval of the other GP(s) in the practice a legal partnership agreement will be entered into with the new doctor, following which a new GMS panel number will be allocated. There are conditions attached to the retention of the GMS contract for a period of up to 5 years. |
| **Purpose of the Post** | The purpose of the job is to provide quality general practitioner medical services to eligible patients who have chosen you as their doctor of choice or who have been assigned to you in accordance with the operational arrangements for the GMS Scheme. |
| **Principal Duties and Responsibilities** | The general practitioner appointed to this post will be responsible for the provision to eligible persons, on behalf of the Health Service... |
Executive, all proper and necessary treatment of a kind usually undertaken by a general practitioner and not requiring special skill or experience of a degree or kind which general practitioners cannot reasonably be expected to possess. This will include such preventive and developmental services as are currently provided or may be developed.

The services to be provided under the agreement should be made available either, as the circumstances may require, at the medical practitioner's surgery or at the person's home or at another place approved by the Health Service Executive within the area of practice.

The medical practitioner shall:
- accept clinical responsibility for persons on his/her list who need medical treatment and treat them or, when the clinical condition is such that it is appropriate to transfer them to appropriate consultant care, do so and accept clinical responsibility for them on becoming aware of their discharge from consultant care.
- use the most efficient and economic forms of treatment or care consistent with the needs of his/her patients.
- ensure that no discrimination or differentiation is exercised as between the treatment of eligible and private patients within the practice and take reasonable steps to ensure that no such discrimination is perceived.
- furnish to a person whom he/she has examined and for whom he/she is obliged to provide services (or, in the case of a child, to his/her parent) a certificate in relation to any illness noticed during the examination which is reasonably required by him/her or by the parent as the case may be. Such examinations as the doctor may carry out on a patient prior to the issue to him of first and final Social Welfare certificates are comprehended by the capitation payments. Payment under this contract is not made in respect of certain other certificates required, e.g. under the Social Welfare Acts or for the purposes of insurance or assurance policies or for the issue of driving licenses.
- utilise the appropriate support services including community and diagnostic services when available.
- keep himself/herself informed of developments in clinical care relevant to general practice.
- reside in his/her area of practice or within reasonable access to it.

Eligibility Criteria

Qualifications and/or experience

Doctors applying for positions within the GMS are required to

1. hold a Certification of Specific Training/Acquired in General Practice issued under E.U. Directive 93/16 by the Medical Council.
2. be a medical practitioner who is registered otherwise than provisionally or temporarily in the Register of Medical Practitioners in Ireland or be entitled to be so registered by virtue of his/her registration in any other register of medical practitioners.
3. Have professional indemnity insurance.
<table>
<thead>
<tr>
<th>Skills, competencies, qualifications and/or knowledge</th>
<th>Candidates must:</th>
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<tbody>
<tr>
<td></td>
<td>• Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.</td>
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<td></td>
<td>• Display evidence-based clinical knowledge in making decisions regarding client care.</td>
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<td></td>
<td>• Demonstrate effective communication skills including: the ability to present information in a clear and concise manner.</td>
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<td></td>
<td>• Demonstrate understanding and/or experience of the Irish health services and strategic initiatives designed to develop the health services here.</td>
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<td></td>
<td>• Demonstrate ability to manage deadlines and effectively handle multiple tasks.</td>
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<td></td>
<td>• Demonstrate awareness and appreciation of the service user.</td>
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<td></td>
<td>• Demonstrate the ability to work with multi-disciplinary team members.</td>
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<tr>
<td></td>
<td>• Demonstrate a working knowledge of General medical Services scheme.</td>
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</tbody>
</table>

| Other requirements specific to the post | In making a recommendation regarding the appointment of a partner or assistant with a view to partnership, the interview board must be satisfied that the proposed appointment will result in a workable arrangement. |

<p>| | Shortlisting may be carried out on the basis of information supplied in your application form. The criteria for short listing 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. |
| | <strong>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</strong> |</p>
<table>
<thead>
<tr>
<th>Tenure</th>
<th>The candidate appointed will be an employee of the practice, not the HSE. The appointment to the GMS Scheme is by way of contract with the HSE to provide general practitioner services under Section 58 of the Health Act, 1970 as substituted by the Health (Amendment) Act, 2005.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remuneration</td>
<td>Remuneration for GMS patients is through capitation and other payments agreed under the GMS Scheme.</td>
</tr>
<tr>
<td>Working Week</td>
<td>The doctor appointed to this post will be required to provide 24-hour/7-day cover for his panel on a year round basis. This will include agreement with the HSE on regular surgery hours and on out-of-hours cover through local rota arrangements.</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>The annual leave associated with the post is determined by the number of GMS patients on the GP’s panel.</td>
</tr>
<tr>
<td>Superannuation</td>
<td>A superannuation plan operates as part of the contract for the provision of services. Under the plan the medical practitioner contributes 5% of his/her income and the HSE pays a further 10% of capitation fees. The superannuation plan is managed by Mercer Human Resource Consulting on behalf of members and further details of the scheme are available directly from this source.</td>
</tr>
<tr>
<td>Age</td>
<td>The current contract stipulates that General Practitioners will cease to hold their GMS Contract on reaching 65 years of age.</td>
</tr>
<tr>
<td>Health</td>
<td>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</td>
</tr>
<tr>
<td>Character</td>
<td>Each candidate for and any person holding the office must be of good character.</td>
</tr>
</tbody>
</table>
Assistant with a view to partnership in the GMS Scheme with Dr. David Matson, 40 Gardiners Hill, Cork.

| Application Forms are available from | Reception
| | Administrative Headquarters
| | Health Service Executive (HSE) – South
| | Áras Sláinte
| | Wilton Road
| | Cork
| | Email: recruitment.south@hse.ie |

| Completed Application Form for the competition should be returned to | Appointments Officer
| | Administrative Headquarters
| | Health Service Executive (HSE) – South
| | Áras Sláinte
| | Wilton Road
| | Cork |

| Name and telephone number of contact person for further information on the above post | Dr. David Matson
| | Tel: (021) 4891111 |

| Telephone number of contact section in recruitment for any queries in relation to your application | Breda Gleeson
| | Tel. No. 021 4923645
| | Fax. No. 021 4345638 |
# HEALTH SERVICE EXECUTIVE

## Recruitment and Selection Procedures

| **Submission of applications** | Applications must be made on the official forms. Completed application forms must be returned to the designated address no later than 5.00pm on the date specified in the advertisement as the latest date for receiving completed application forms.

**Application forms received after the closing date will not be accepted.** Candidates must ensure that applications are posted/e-mailed in sufficient time to guarantee arrival not later than the latest time stipulated for acceptance.

The acceptance of an application form from a person desiring to be a candidate, or an invitation to attend for interview or any other selection method is not an admission by the organisation that the applicant possesses the prescribed qualifications or is not disqualified by law from holding the post. |
|---|---|
| **What you should expect from us** | The aim of the HSE’s Recruitment Service is to provide you with a confidential service that is:
- Professional
- Courteous and considerate
- Friendly and helpful

We strive to operate a prompt and efficient service that includes
- Detailed information on vacancies and the recruitment and selection process
- Timely acknowledgement and response to queries
- Sufficient notice for all appointments
- Clear, specific and meaningful feedback provided when requested by candidates. Detailed interview results to all candidates
- Provision of specific requirements for candidates with disabilities. |
| **What we expect from you in return** | Your satisfaction with our service is important to us. In order to fulfil our commitment to you, you can help us by:
- Co-operating with us throughout the Recruitment and Selection process
- Providing us with complete and accurate information within specified timeframes
- Keeping all confirmed appointments
- Notifying us of your inability to attend within a reasonable time scale |
| Declaration | You are required to sign a declaration as part of the application process. You should carefully read the section of the application form marked "Declaration" and complete it in full. Applicants who submit their application form either by e-mail or online will be required to sign the declaration at interview. |
| Confidentiality | Applications will be treated in strict confidence, subject to the provisions of the Freedom of Information Acts 1997 and 2003, the Public Services Management (Recruitment & Appointments) Act 2004 and other provisions that have been identified in the published documentation. |
| Screening process | All applications will be screened for eligibility using the essential qualifications, experience and skills outlined in the Job Specification. Only those applicants who possess the required essential criteria will be progressed to the next stage of the selection process. |
| Shortlisting | Applicants may be shortlisted for subsequent assessment, tests, or preliminary interviews and subsequent final interview based on information supplied in the application form at the closing date or in other specified assessment documentation. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience on your application. |
| Assessment, tests and Preliminary interviews | The selection process may involve additional assessments, tests or preliminary interviews. Applicants will be notified of these additional stages if applicable. |
| Competition specific tests or assessments | e.g. Knowledge of Irish, Presentation at Interview (where applicable only) |
| Interview | Interviews are normally conducted by an interview board consisting of subject expert/s and management specialist/s. Credit will be awarded by the interview board to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the Job Specification and as listed by the candidate in their application form. The Interview Board will maintain an appropriate record of the interview in support of its subsequent recommendations. |
| **Notification of Interview and Non attendance at interview** | Interviews must be attended in person, video conferencing facilities will not be granted. Candidates will be given adequate notice of at least one week prior to the date of interview. This time scale may be reduced in exceptional circumstances. Candidates who do not attend for interview or for any other essential test or assessment will be deemed to have withdrawn their application and will have no claim for consideration. |
| **Result of interview** | Candidates will be notified of the result of their interview at the earliest possible date after interview. |
| **Creation of panels** | A panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfill the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit. The panel will exist for one year, or less in the event of all candidates being processed for appointment. |
| **Validation of qualifications, experience etc.** | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven. **Validation of qualification must be submitted with application form.** |
| **Pre-Employment Health Assessment** | Pre-Employment Assessment will be conducted if being processed for a post. Candidates will be required to complete a form declaring their Health status, which the Occupational Health Department will review with the candidate. |
| **References** | The HSE reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The HSE also reserves the right to determine the merit, appropriateness and relevance of such references and referees. **Please note: candidates are requested not to submit references with their application form.** |
| **Garda Clearance (Police Clearance)** | In accordance with Government policy the HSE will seek, as part of the selection process, Garda Clearance in respect of candidates placed on panels. You will receive specific instructions on this
<table>
<thead>
<tr>
<th><strong>Offer of Employment and appointment</strong></th>
<th>It should be noted that no offer of employment is made, or should be interpreted as having been made, until the HSE formally offers a contract of employment.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Code of Practice and Review procedures in relation to the Recruitment and Selection process</strong></td>
<td>Appointments to positions in the Health Service Executive are subject to the Codes of Practice published by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis and details the responsibilities placed on candidates who participate in recruitment campaigns. The Code of Practice also outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Information on the review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates.” Details of the Code of Practice are available online at <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</td>
</tr>
<tr>
<td><strong>Change of candidates details</strong></td>
<td>Any change of address since submitting your application form should be notified immediately in writing to the designated office and the title of the post(s) to which it refers clearly stated.</td>
</tr>
<tr>
<td><strong>Expenses</strong></td>
<td>Candidates are responsible for all expenses incurred in relation to their application for employment with the HSE.</td>
</tr>
<tr>
<td><strong>Data Protection Act, 1998 and 2003:</strong></td>
<td>When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.</td>
</tr>
<tr>
<td><strong>Feedback &amp; Review</strong></td>
<td>At any stage of the process you are entitled to seek feedback either informally, or formally through the appeal/review procedure.</td>
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Code of Practice Information for candidates

Review procedures in relation to the Recruitment and Selection process,

The Health Service Executive
The Health Service Executive (HSE) came into operation on the 1st January 2005 following the enactment of the Health Act, 2004. The Act established the Health Service Executive and provided for the dissolution of the Health Boards, the Eastern Region Health Authority (ERHA) and other agencies.

With effect from the 1st April 2005 recruitment for appointments to positions in the HSE is subject to the provisions of the Public Service Management (Recruitment and Appointments) Act, 2004 (the Act) and is regulated by the Commission for Public Service Appointments (CPSA)

Code of Practice: External and Internal Recruitment for Appointments to Positions in the HSE
Appointments to positions in the Health Service Executive, apart from those positions which are subject to the Local Authorities (Officers and Employees) Act 1926, are subject to the Codes of Practice published by the CPSA. The Code of Practice sets out how the core principles of probity, merit, equity and fairness, the need to ensure that candidates are selected on the basis of merit, and the implementation of best practice might be applied on a principle basis.

Confidentiality
Applications will be treated in strict confidence, subject to the provisions of the Freedom of Information Acts 1997 and 2003 and other provisions that have been identified in the published documentation.

Obligations Placed on Candidates who Participate in The Recruitment Process
The Act makes very specific provisions in relation to the responsibilities placed on candidates who participate in recruitment campaigns and these are detailed in Section 4 of the Code of Practice, These obligations are as follows:

• Candidates should note that canvassing will disqualify and will result in their exclusion from the process.
• Candidates must not:
  o knowingly or recklessly provide false information
  o canvass any person, with or without inducements
  o personate a candidate at any stage of the process
  o interfere with or compromise the process in any way

• 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 and/or imprisonment.

• In addition, where a person found guilty of an offence was or is a candidate at a recruitment/selection process, then:
  o Where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and
  o Where he/she has been appointed as a result of that process, he/she shall forfeit that appointment
Review procedures in relation to the Recruitment and Selection process and allegations of breach of the Code of Practice
The Code of Practice also outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. These procedures enable you to seek a review if you believe that an action or decision taken in relation to the selection process was unfair or unreasonable, or if you believe there was a breach of the Code of Practice.

These review processes are listed in this document at appendix 1, Review of the Recruitment and Selection process and Appendix 2, Review in relation to allegations of a breach of the Code of Practice.

Full details on the Code of Practice are available at www.cpsa-online.ie
Introduction
Section 23 of the Public Service Management (Recruitment and Appointments) Act, 2004, in dealing with Codes of Practice, requires the establishment of an appeals process for the Health Service Executive.

The Code of Practice issued by the Commission for External and Internal Recruitment for Appointment to positions in the Health Service Executive and Appointment to Positions on a short-term basis in the Health Service Executive provides guidelines on the appeals process, including timescales for submission of complaints, the issuing of acknowledgements, decisions and/or explanations.

The codes outline two types of appeals processes available to candidates:
- Appeal in relation to the Recruitment and Selection Process
- Appeal in relation to allegations of a breach of the Code of Practice

Full details on the Review Procedures are available at www.cpsa-online.ie

Review process in relation to the Recruitment and Selection Process

The process enables candidates to seek a review when they believe that an action or decision taken was unfair or unreasonable. The process adopted by the Health Service Executive is set out below.

Informal review

Every effort will be made by the Health Service Executive, subject to the agreement of the candidate, to resolve the matter on an informal basis before making use of the formal review procedures set out below. The informal process may be availed of within 5 working days of notification of the initial decision, and should normally take place between the candidate and the person who communicated the decision.

Initial formal review

This appeal is initially considered by the Recruitment Manager in the unit responsible for running the process. The Recruitment Manager should review the decision and may consult with the Interview Board, if appropriate. The Recruitment Manager will review all documentation relating to the recruitment process to ensure that the principles set out in the Code of Practice for recruitment have been followed.

If the Recruitment Manager has been involved in the initial decision under appeal then the appeal will be considered by a different Recruitment Manager, i.e. currently a Recruitment Manager in another HSE area.

Appropriate documentation regarding this intervention should be retained on file.
Review by the Decision Arbitrator
If a candidate is not satisfied with the findings of the Recruitment Manager, the file will be referred to a Decision Arbitrator.

The Decision Arbitrator will operate in an objective manner, independent of the selection process and previous reviews. The Decision Arbitrator will review all documentation relating to the recruitment process to ensure that the principles set out in the Code of Practice for recruitment have been followed.

The Decision Arbitrator will confine consideration of the appeal to the content of the original information submitted by the candidate. In the interest of fairness to other candidates’ new areas of work, academic history, etc will not be admitted.

Procedure
The Recruitment Manager and Decision Arbitrator will require prompt access to all relevant documentation to facilitate adherence to deadlines. The review process will consider,

- All documentation issued by the Health Service Executive relative to the post and available to the candidate prior to application, to seek to understand the candidate’s expectations of how s/he met the job and person specification for the post.
- The selection process employed – competency profile, marking schemes, application of marking scheme, guidance given to the selection board, etc.
- The candidate’s application in detail, with particular reference to educational/professional qualifications (where appropriate), work experience, relevance of experience, evidence put forward in support of competencies and in compliance with performance indicators, evidence put forward in support of application, etc.
- The marks awarded under each selection heading, comments of Interview Board, communication of outcome of the selection process to the candidate, etc
- Correspondence with candidate at each of the earlier stages of the appeals process, and the extent to which concerns raised by the candidate were addressed.
- Applications of other candidates for the post to evaluate the consistency with which the selection process was applied by the selection board. The Recruitment Manager and Decision Arbitrator will have regard to the nature of the appeal, i.e. test result; shortlisting decision; preliminary interview decision; final interview decision, and the time window available before the decision is irreversible.

Decision
The decision of the Decision Arbitrator in relation to such matters is final. The Decision Arbitrator may bring any related findings to the attention of the Head of HR, Shared Services and/or Assistant Director of HR, HSE Corporate in the event that further action may be required.

Timescales

Informal review
The informal process may be availed of within 5 working days of notification of the initial decision and should normally take place between the candidate and the person who communicated the decision.
Initial Review

Requests for review must be received within 10 working days of the notification of the initial decision or within 5 working days of the outcome of the informal review stage, if availed of. However, where the decision being conveyed relates to an interim stage of a selection process, the request must be received within 3 working days of the receipt of the decision or within 3 working days of receipt of a decision under the informal process; candidates electing to use the informal process at the interim stage must do so within 2 working days of communication of the decision to them.

- The candidate must set out concerns in writing.
- An acknowledgement of the request must issue within 3 working days.
- The outcome must, where possible, be conveyed to the candidate within 20 working days of the receipt of the request.
- If a decision is not possible within this timeframe, the candidate must be kept informed of the status of the review and the reasons for the delay.

Review by Decision Arbitrator

- If the candidate is unhappy with the outcome of the initial review, any request for a review by the Decision Arbitrator must be received within 7 working days of the notification of the outcome of the initial review.
- The Decision Arbitrator must acknowledge receipt of the appeal papers within 3 working days.
- The Decision Arbitrator is obliged to issue the findings of the appeal within 10 working days.
- The decision of the Decision Arbitrator is final.

Appeals Process in relation to allegations of a breach of the Code of Practice

Introduction

The review process enables persons to seek review by the Commission when they believe that there was a breach of the Code of Practice by the Chief Executive Officer. Allegations of such breaches should be addressed in writing to the Chief Executive Officer, Health Service Executive, in the first instance.

Initial Review

The complaint should be reviewed by a person at a senior level other than the individual directly associated with the selection process in question.

The Chief Executive Officer must keep a full record of all correspondence and any relevant documentation, including e-mails and notes of telephone conversations.

Timescales

- A complaint in relation to the Code of Practice must be made to the Chief Executive Officer without delay
- Upon receipt of the complaint the Chief Executive Officer should issue an acknowledgement within 3 days
- The outcome must be notified to the complainant within 20 working days of the receipt of the complaint.
- Where the investigation does not allow a decision within this timeframe, the complainant must be informed of the status of the review and the reasons for the delay.
**Review by the Commission**

If a candidate is not satisfied with the findings of the Chief Executive Officer the person may refer the issue to the Commission within 7 working days of receipt of the notification of the decision of the Chief Executive Officer. The Chief Executive Officer will transfer the complete file to the Commission.

The Commission may take whatever action it deems necessary where there has been failure to comply with the Code of Practice.

The decision of the Commission is final.