*Note to those completing this Job Spec template:*

It is important that input is sought from a wide range of relevant stakeholders in drawing up and agreeing the content of the CAAC application form as it will inform the content of the NRS Job Specification template. **The Application Form approved by CAAC and content of the LOA cannot be later changed / edited.**

The sections in red font need to be customised by the hiring site. Much of the information you need to customise the form can be found in the CAAC approved form and LOA.

For additional information on how to complete this template please see the Guidance Document and related videos in the ‘Related Resources’ section of the Recruitment & Selection Toolkit on [www.hseland.ie](http://www.hseland.ie). [Go to Hubs > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit > Related Resources].

Please refer to HSE HR Circular [008/2023](https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-008-2023-public-only-consultant-contract-2023.html) for full information on the Public Only Consultant Contract 2023 (POCC 2023)

 **Medical Consultant Job Title**

**Job Specification, Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title and Grade** | Job Title & Grade Code  What is the job title? Grade Code? At what grade is the job positioned?  *Information from HSE Letter of Approval to be inserted. The title description as per the LOA should not be changed / edited in any way.*  ***National Grade Code Listing:*** [*https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/*](https://www.hse.ie/eng/staff/resources/our-workforce/workforce-reporting/) |
| **Remuneration** | The salary scale for the post is:  Insert the relevant salary scale for this position as per Public Only Consultant Contract 2023 (POCC 2023).  For example:  XX,XXX - XX,XXX - XX,XXX - XX,XXX - XX,XXX - - **XX,XXX LSI** (DD/MM/YY)  Salary Scales are updated periodically and the most up to date versions can be found here: <https://healthservice.hse.ie/staff/benefits-services/pay/pay-scales.html> |
| **Competition Reference** | To be completed by PAS |
| **Closing Date** | To be completed by PAS |
| **Proposed Interview Date (s)** | To be completed by PAS |
| **Taking up Appointment** | *To be completed by the Hiring Site* |
| **Location of Post** | *Information from HSE Letter of Approval can be inserted here* |
| **Details of the Service** | *There is no limit to the text that can be inserted here. Please use this section to describe the service and generate interest in the post being recruited for...the intention here is to create a ‘picture’ of the post so that potential applicants get an understanding of the service, its future developments, resources available etc. This information, along with the other information provided in this form, will help them decide if they wish to apply for a post or not.*   * What service is provided? * What area is covered by this service? Population? * What client group(s) are served / areas / specialties? * What are the possible future developments for the service? * What is the team / department structure?   *This information can be gleaned from Section B 2, B 3 (future developments), B6 and B8 of the CAAC application form. Information about the population served and integrated care pathways can be gleaned from Sections G3 and G4. Information about the MDT and secretarial / admin support can be gleaned from ‘General Facilities’ points 4 and 5.*  *Other useful sources of information for here might include links to relevant websites (local / HSE), information from internal reports (as appropriate / relevant) etc.*  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. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Purpose of the Post** | This section is about describing for potential applicants the overall high level purpose of the post. Provide here an overview of the need for the post / what the post holder will be required to achieve / be accountable for. The KPIs associated with the post could be included here for example, where they are available. It’s important that potential applicants get a good sense for the reason for the post – this will help them decide on whether to apply for the post or not.  The purpose of the post is to….e.g. maintain and further develop…/ introduce / expand / continue to support….  The post holder will…. support…. / provide leadership in / ….work with xx in providing safe and effective xxx services in….  *This information can be gleaned from Section B 4 and B11 of the CAAC application form. Performance Measurement point 1 on the CAAC application form also includes relevant information for here.* |
| **Reporting Relationship** | The Consultant’s reporting relationship and accountability for the discharge of their contract is: *(edit as appropriate)*   * to the Chief Executive Officer / General Manager / Master of the hospital (or other employing institution) through his / her 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.   **or**   * in the case of Consultant Psychiatrists, to the Clinical Director and the Area Manager, Community Health Organisation (where the Consultant is employed by the HSE) / Chief Executive Officer (where the Consultant is not employed by the HSE).   **Please outline reporting relationships associated with the post:**  To whom will the job holder report? |
| **Key Working Relationships** | * Provide a brief overview of who will report to the job holder? * Provide a brief overview of the types of people that the job holder will typically engage with in the fulfilment of the duties and responsibilities of their role. This overview should provide the applicant with a sense for the key working relationships associated with delivering the role.   *This information can be gleaned from Section B 5 and B 7 of the CAAC application form.* |
| **Principal Duties and Responsibilities** | This section of the job spec is used to describe answers to the types of questions listed in red below. There are ‘Standard Duties & Responsibilities’ that appear in the consultant contract that can be included first in this section *(see below)* but you may wish to include more / additional information depending on the specifics of a post e.g. you may wish to draw on the information available in *Section G7 of the CAAC Application Form* and / or other areas of the form to include here.  Instead of including long lists, it is more helpful to the potential candidate if the points are clustered under relevant headings e.g. **Clinical / Professional, Education & Training, Risk Management / Health & Safety, Management** (which would include points relating to operational service delivery, service / strategy development / implementation, administrative, HR etc.) as relevant to a role.  **Please note** that higher level service commitments, accountabilities & responsibilities should be included in this section rather than a long list of ‘task’ type activities or local ‘procedural’ requirements – these can be covered during indication / elsewhere.   1. What are the key responsibilities of the job? 2. What will the job holder have accountability for? 3. What are the most important aspects of the job? 4. What will the job holder spend the most time doing? 5. Will the job holder have managerial responsibilities? 6. Will the job holder have budgetary responsibilities*?*   Standard Duties and Responsibilities   1. 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. 2. To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services. 3. 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. 4. To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II). 5. 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. 6. 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 them to participate fully in such structures. 7. To provide, as appropriate, consultation in the Consultant’s area of designated expertise in respect of patients of other Consultants at their request. 8. 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. 9. To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant’s care. 10. 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. 11. 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. 12. 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. 13. To carry out teaching as appropriate. Remove if this is a Section 62 post 14. 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. 15. Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. 16. Act as spokesperson for the Organisation as required. 17. Demonstrate pro-active commitment to all communications with internal and external stakeholders.   *The following must be included in all Mental Health Job Specifications (include within the Duties and Responsibilities section) please do check* [*here*](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) *for any updates to the framework:*   1. Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020.   **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.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Professional Qualifications**  *Please insert professional qualifications as described in the Letter of Approval. The qualifications approved in the Letter of Approval cannot be amended.*  **Entry to competition / recruitment process and subsequent appointment**  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 specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant.  Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.  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.  **Section 62 Post (Delete if not applicable)**  It is noted that this post of Insert Job Title is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of Insert University. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.  **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. |
| **Post Specific Requirements** | Post specific requirements mostly relate to a specific role and might include education / experience required for a specific post in a specific location.  ***For example*:** For Section 62 posts only (remove if it is a non-Section 62):  **Teaching** outline the depth and breadth and level of experience expected from candidates  **Research** outline what level of previous research is expected  *Some examples from previously advertised Job Specs:*  ***Example 1:* Section 62 Teaching Hospital**  *Note: The LOA will describe if a post is to be considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004. Where this is the case, the Teaching & Research experience / requirements must be included to facilitate shortlisting of candidates’ e.g.*   * **Teaching:** The candidate should have experience in teaching at undergraduate and postgraduate level with evidence of peer mentoring. No formal qualification is required. * **Research**: UHG Department of Cardiology provides opportunity for research via links with NUIG and adult research facilities and programs. The successful candidate should demonstrate interest in research in their CV and have a vision for potential avenues of research within the department and for mentoring in their chosen fields of research interest.   ***Example 2:* Section 62 Teaching Hospital**   * **Teaching**: It is expected that the post holder will have substantial experience in undergraduate and postgraduate teaching, since CUH is a major Level 4 hospital with a large undergraduate teaching remit with UCC medical students as well as a well-developed postgraduate teaching and training role for Doctors in Training at all levels. Experience in structured teaching posts in undergraduate and postgraduate training programmes is desirable, although not essential for this post. * **Research**: Competence and experience in research are integral parts of the SpR training programme in Geriatric Medicine. Therefore, these attributes are desirable, but not essential, for the post holder, as reflected by publications in peer-reviewed scientific journals, research grants awarded and postgraduate degree accomplishments.   ***Example 3:* Section 62 Teaching Hospital**   * **Teaching**: The candidate should have teaching experience at Higher Specialist Training (HST) level. It is expected that the candidate will teach Emergency Medicine Trainees within the Emergency Department (ED) department during the course of their attachment on a regular basis. Education of ED NCHD’s will be performed on a departmental basis. Teaching of other Medical students is expected. Out-of-Department educational activities are encouraged where it enhances the Department’s standing upon agreement by the Clinical Director. * **Research and Audit:** The candidate should have experience of research and audit techniques and have evidence of practice. It is expected that the candidate will support Emergency Medicine Trainees in their research efforts on an ongoing basis. Research and Audit are an essential part of Continuing Medical Education (CME) assessment and will be supported through the Department.   For **Non-Section 62** posts that require an element of teaching the following wording is already included under point m) of the “Standard Duties & Responsibilities” (see above)  ‘To carry out teaching as appropriate’ |
| **Other requirements specific to the post** | Please outline the specific criteria that are specific to the post, e.g.   * access to transport as post will involve frequent travel * provide an on-call service as required * available to respond readily to clinical and service needs at specified location(s) requiring the Consultant to reside convenient to the hospital / agency in which they holds their appointment.   *This information can be gleaned from Section B 9 of the CAAC Application form. Wording can also be sourced from the contract as it relates to the specific post.* |
| **Skills, competencies and/or knowledge** | **Clinical Competence – Delivering Clinical Expertise**  *(incorporating clinical knowledge & skills, clinical experience, Continuous Practitioner Development)*  *For Example:*   * 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)*  *For Example:*   * 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)*  *For Example:*   * Listens attentively and accurately to others and tailors his/her 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)*  *For Example:*   * 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 s/he serves, 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 |
| **Competition Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition.  For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <https://www.hse.ie/eng/staff/resources/diversity/> |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  The CPSA Code of Practice can be accessed via <https://www.cpsa.ie/>. |
| The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  This job description is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Title of Post/Grade Code**

**Terms and Conditions of Employment**

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| --- | --- |
| **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 Title at location may be filled. |
| **Remuneration** | The annual salary will be as set out in the Public Only Consultants’ Contract 2023. Medical Consultants Salary Scales from 1st March 2023:  **€214,113 €225,686 €237,904 €244,334 €250,763 €257,193**  Incremental credit is awarded in respect of previous experience at Consultant level.  **Pro Rata if appropriate** |
| **Working Week** | The standard working week applying to the post is: 37 hours per week  **Pro Rata if appropriate** |
| **Annual Leave** | The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997  **Pro Rata if appropriate** |
| **Superannuation** | This is a pensionable position within the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Please be advised that pension scheme membership will be notified within the contract of employment.  Members of pre-existing pension schemes who transferred to the HSE on 1st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those to which they were entitled at 31st December 2004.  **Pro Rata if appropriate** |
| **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** | Permanent appointment to this post is dependent upon the Employee satisfactorily completing a probationary period of 6 months. The probationary period may be extended at the discretion of the Employer for a further period of up to 6 months. In such an event the reasons for the extension will be furnished in writing to the Employee.  A probationary period will not apply in the following instances:   * Where the Employee currently holds a permanent consultant appointment with the Employer or another public health service provider and the Employer is satisfied that the Employee has satisfactorily completed probation in their current role. * Where the Employee previously held a permanent consultant appointment with the Employer or another public health service provider and the Employer is satisfied that the Employee (a) satisfactorily completed probation in that previous appointment and (b) the duration of the period of time between the termination of that previous appointment and the Commencement Date is not more than 26 weeks (or such longer period, if any, as the Employee was on a pre-approved career break for the duration of that longer period). * Where the Employee has, for a period of not less than 12 months, held this post (i.e. the post to which this contract relates) on a temporary basis pending the filling of this post on a permanent basis and the Commencement Date is not more than 26 weeks after the termination of the temporary contract under which the Employee held this post (or a longer period, if any, as the Employee was on a pre-approved career break for the duration of that longer period). |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  For further information, guidance and resources please visit: [HSE Children First webpage](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/). |
| **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**  ***Please refer to the latest*** [***HSE Pay scales***](https://healthservice.hse.ie/staff/pay/pay-scales/) ***website for the most recent and correct salary information.***  **Positions remunerated at or above €189,088 at 01.03.2023.** | 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 **€189,088** as at 1st March 2023 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 3. a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or 4. 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/ |

**\*\*\*\*\*\*\*Helpful Reminders\*\*\*\*\*\*\***

**1) Please remember to delete any prompts in the sections above**

**2) Ensure all fonts are now in black**