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| **Job Specification; Sample Content**  **Medical Consultant** |
| ***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)  Please refer to the latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version. |

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| **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 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)*  *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 that 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. |
| **To complete the remaining sections of the job specification; 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), and** * **The latest National Job Specification Template on the HSE Job Specification Repository to create your full and final version.** | |