

***<SAMPLE OF A COMPLETED JOB SPECIFICATION TEMPLATE FOR A CONSULTANT POST>***

**Consultant Rheumatologist & General Physician**

**Job Specification & Terms and Conditions**

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| **Job Title and Grade** | **Consultant Rheumatologist & General Physician**  (HSE Reference# WWGMRY01) / (Grade Code 1198) |
| **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** | Ideally, the successful candidate will take up duty no later than 4 months of being interview. |
| **Location of Post** | This is an appointment to the South / South West Hospitals Group under the Public Only Consultants’ Contract 2023 (POCC 2023) by the Health Service Executive.  The initial commitment for this post will be to University Hospital Waterford for 30 hours per week and South Tipperary General Hospital for 7 hours per week.  This post may be subject to restructuring in the future to facilitate the reorganization of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of national health policy, the HSE’s National Clinical Programmes including commitment to deliver the relevant performance outcomes. |
| **Details of Service** | Care is delivered in a variety of settings. New approaches and models of care to follow the care demands of the health service are being advanced within the context of overall healthcare reform, to include Sláintecare.  The Rheumatology service at UHW has served the South East area since its establishment in 1997. Initially the area of the South Easter Health Board (SEHB), there has been no change to referral patterns by General Practitioners and the service at University Hospital Waterford (UHW) remains the *de facto* service for the region. The department serves a population of approximately 500,000 from Waterford, Wexford, Kilkenny, Carlow and South Tipperary. There is a cohort of patients with rheumatological conditions who have hitherto been managed in South Tipperary General Hospital (STGH) in Clonmel. This additional post will allow these patients’ care to be taken over while continuing their day case infusions at STGH and they will benefit from input from the multidisciplinary team links forged with the team and service already in place in STGH.  In 2019 there were 6,595 appointments for consultant led clinics; 1,371 of these were for new patients. As of October 2020, there were 1,200 people on the waiting list for rheumatology in UHW, with 20,203 people on waiting lists to see a consultant rheumatologist nationally. In 2019, UHW had new patient appointments to referrals received ratio of 1:2, with 848 new patient appointments delivered.  The medical team comprises two full time Consultants, one half-time Consultant, Registrars (2, one SpR allocation); 3 SHOs; one Intern. The Rheumatology team also includes an Advanced Nurse Practitioner (1), Clinical Nurse Specialist (1), Staff nurses (2); Occupational Therapists (senior and specialist); Physiotherapists (senior and specialists); Cognitive Therapist (part time, for pain rehabilitation programme).  The Rheumatology Department is located in a stand-alone unit on the hospital campus, with its own Day Unit for infusion therapies, office / clinic spaces, and a gym space for the Physiotherapists and Occupational Therapists to see patients. The Consultants also provide clinics at the Waterford Primary Care Centre, and the establishment of this post will enable a service to be resumed at STGH.  In UHW, there are 431 inpatient and 85 day procedure beds. Specialties commonly involved in cross referral with rheumatology are all located in UHW, including Ophthalmology, Nephrology, Dermatology And Orthopaedics. The Consultant Rheumatologists in UHW also practice in General Internal Medicine; the vast majority of inpatient activity performed by Rheumatologists relates to acute general medical services with little inpatient rheumatology services required.  The service in UHW is closely aligned to the national clinical programme’s Model of Care, the consultants therein are active members of the National Clinical Advisory Group and engage with all national initiatives when needed. The service supports the musculoskeletal triage service, the best value biologic initiative, and actively engages with changes in practice such as virtual clinics. |
| **Informal Enquiries** | Please provide name & contact details for person who will deal with informal enquiries. |
| **Purpose of the Post** | The priority of this post is to assist in managing the Rheumatology Outpatient Waiting List and to share the General Internal Medicine (GIM) commitment of existing Consultant Rheumatologists.  The post-holder will operate within the Rheumatology Clinical Operational Group. |
| **Reporting Relationship** | The Consultant’s reporting relationship and accountability for the discharge of their contract is 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.  More specifically,the post holder will report to the Clinical Director for Medical Services and to the General Manager. |
| **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. |
| **Principal Duties and Responsibilities** | Standard Duties and Responsibilities   * 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. * To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services. * 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. * To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II). * 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. * 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. * To provide, as appropriate, consultation in the Consultant’s area of designated expertise in respect of patients of other Consultants at their request. * 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. * To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant’s care. * 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. * 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. * 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.   *In particular, the post-holder will deliver:*  **Clinical Practice**   * Provide assessment, diagnosis and treatment to patients. * support the MSK physiotherapy triage posts, both current and planned integrated posts to manage rheumatology waiting lists. * Function as part of a multi-disciplinary team of consultants and NCHDs, nursing and allied health professionals. * Participate in medical on take commitment to UHW. * In conjunction with their colleagues and local management, design a practice plan to maintain and develop the current services in conjunction with initiatives.   **Resource Management**   * Along with their consultant colleagues and in line with the national programme objectives, play a key role in implementing integrated systems that optimise the delivery of rheumatological care in the acute and community settings to enhance the quality, efficiency and sustainability of current and future service provision. * Optimise cost savings by biosimilar switching.   **Continuous Quality Improvement**   * Be involved in teaching and provide an audit centred approach in the Department. * Facilitate on-going Continuous Medical Education. * Work to improve linkages with GP’s and facilitate rapid assessment and diagnosis, initiate early intervention. * Participate in the Clinical Operational Group to promote quality improvement and service development.   **The above Job Specification 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**  Registration as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialties of Rheumatology And General (Internal) Medicine.  **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**  It is noted that this post of Consultant Rheumatologist & General Physician is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of the University College Cork. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.  **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** | **Teaching**: Candidates will be expected to have personal experience in teaching medical students and junior NCHD grades.  **Research**: Candidates will be expected to have completed a period of research and submitting such research for publication or presentation and extensive experience of audit. |
| **Other requirements specific to the post** | As this post will include outreach clinics at sites within Waterford and in Clonmel, access to own transport will be required. |
| **Skills, competencies and/or knowledge** | **Working with Others**   * Develops networks and works in partnership with patients/service users, carers and colleagues within and across systems to deliver and improve services. * Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding. * Encourages contribution creating an environment where others have the opportunity to contribute. * Works within teams to deliver and improve services.   **Managing Services**   * Contributes to the development of business and service plans to achieve service goals. * Manages resources to ensure the delivery of safe and efficient services. * Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity. * Manages performance, holding themselves and others accountable for service outcomes.   **Setting Direction**   * Identify the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment. * Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement. * Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession. * Measures and evaluates outcomes taking corrective action where necessary and being accountable for decisions.   **Improving Services**   * Ensures patient safety by identifying, assessing and managing the risk to patients associated with service developments, balancing economic considerations with the need for patient safety. * Critically evaluates services to identify where services can be improved, working individually or as part of a team. * Encourages improvement and innovation, creating a climate of continuous service improvement. * Facilitates transformation, actively contributing to change processes that lead to improved healthcare.   **Demonstrating Personal Qualities**   * Is aware of own values, principles and assumptions and is able to learn from experience. * Organises and manages self while taking account of the needs and priorities of others. * Learns through participating in continuing professional development and from experience and feedback. * Acts with integrity, behaving in an open, honest and ethical manner**.** |
| **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 Specification may be reviewed.  This Job Specification 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. | |

**Terms and Conditions of Employment**

Consultant Rheumatologist & General Physician (WWGMRY01)

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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 Rheumatologist & General Physician at University Hospital Waterford for 30 hours per week and South Tipperary General Hospital for 7 hours per week 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. |
| **Working Week** | The standard working week applying to the post is: 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** | 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 (ie 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 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/ |