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| **Job Specification; Sample “Completed” Content**  **Consultant Rheumatologist & General Physician** | |
| ***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. | |
| **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 programmes 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.   *This information can be gleaned from Section B 5 and B 7 of the CAAC application form.* | |
| **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** | **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.** | | |