NCHD Campaign

Interview Booklet

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**HSE Mid-West Mental Health Service**

**NCHD**

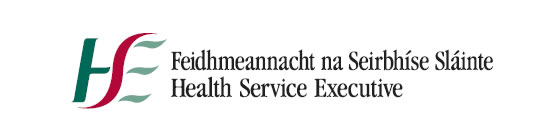
**Senior House Officer / Registrar**

**Job Specification and Terms and Conditions of Employment**

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| **Job Title, Grade** | * **Senior House Officer** (Grade Code 1012) * **Registrar** (Grade Code 1538) |
| **Competition Reference** | **MWCH 21.075** |
| **Closing Date** | **Rolling campaign** |
| **Proposed Interview Date(s)** | Week commencing 24th May 2021. |
| **Taking up Appointment** | The successful candidate will be required to commence duty on the 12th July 2021. |
| **Organisational Area** | HSE Mid-West Community Healthcare. |
| **Location of Post** | HSE Mid-West Mental Health Service (Limerick, Clare & North Tipperary) |
| **Details of Service** | **Post specific information will be provided to candidates at the ‘expression of interest’ stage of the recruitment process.** |
| **Informal Enquiries** | **Ms. Mary K Kearney, Scheme Administrator.**  **Phone: 065 6863783**  **E-mail: maryk.kearney@hse.ie** |
| **Reporting Relationship** | The NCHD’s reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director. The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required. |
| **Purpose of the Post** | During the appointment the successful candidate will, under the supervision of the Consultant/Clinical Director/Employer, participate in and deliver a quality health care service.  Appointees will be required to actively engage in continuing professional education and development in accordance with organisational/professional requirements. |
| **Principal Duties and Responsibilities** | **The NCHD’s standard duties and responsibilities include, as directed by the Consultant/Clinical Director/Employer to, inter alia**:   * Participate as a member of a multi-disciplinary team in the provision of medical care to patients. * Diagnose and treat patients. * Ensure that duties and functions are undertaken in a manner that prioritises the safety and well-being of patients. * Assess patients on admission and/or discharge as required and write detailed reports in the case notes. * Order and interpret diagnostic tests. * Initiate and monitor treatment. * Communicate effectively with patients and clients. * Attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patients chart; follow through with actions arising from the round. * Represent the department/profession/team at meetings and conferences as   appropriate.   * Further progress knowledge of diagnosis and management. * Participate in multi-disciplinary clinical audit and proactive risk management and   facilitate production of all data / information for same.   * Co-operate with investigations, enquiries or audit relating to the provision of health   services.   * Maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council ‘Guide to Ethical Conduct and Behaviour’ (www.medicalcouncil.ie) * Seek advice and assistance from the Consultant / Clinical Director / Employer with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance. * Engage in technological developments as they apply to the patient and service administration. * Cover for occasional unplanned absence of colleagues. * Perform other duties as required by the supervising Consultant/Clinical Director/   /Employer.  **Legislation/Policy/Procedures:**   * Co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation   comply with statutory and regulatory requirements, agreed training principles where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc.)   * Co-operate with such arrangements as are put into pace to verify the delivery of all contractual commitments. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice. * Be aware of risk management issues, identify risks and take appropriate action.   **Education and Training:**   * Attend at NCHD Induction. * Participate in mandatory and recommended educational and professional   development programmes in accordance with organisational/professional requirements   * Maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development. * Make satisfactory progress in his/her training and development as per the requirements of the training body. * Engage in planning and performance reviews as required with the supervising Consultant/Clinical Director/Head of Academic Department.   **Health & Safety:**   * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice. * Work in a safe manner with due care and attention to the safety of self and others * Be aware of risk management issues, identify risks and take appropriate action. * Promote a culture that values diversity and respect.   **Administrative:**   * Ensure good working practice and adherence to standards of best practice. * Promote quality by reviewing and evaluating the service, identifying changing needs   and opportunities to improve services.   * Assist the Consultant / Clinical Director / Employer in service development, including   Policy development and implementation.   * Ensure the maintenance of accurate records in line with best clinical governance, the organisation’s requirements and the Freedom of Information Act, and provide reports and other information / statistics as required. * Engage in service audit and demonstrate the achievement of the service objectives * Represent the department / profession / team at meetings and conferences as   Appropriate.   * Keep up to date with change and developments within the Irish Health Service.   **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 him/her from time to time and to contribute to the development of the post while in office.**  “Training principles to be incorporated into new working arrangements for doctors in training” published by the Medical Education and Training Group, July 2004 |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application:**  **Education/Experience**  Candidates are not required to be registered\* in the Register of Medical Practitioners maintained by the Medical Council of Ireland during the application process but are strongly encouraged to apply for registration as soon as possible **as doctors who are not registered cannot take up appointment.**  All candidates must have **IELTS/OET Certificate (English Language Requirements Circular 006/2016) and this must currently be in date.**  All NCHDs taking up employment with the HSE who were not registered by the Medical Council in any of the divisions of the Register of Medical Practitioners **prior to 1st January 2015, or who did not complete the entirety of their under-graduate medical training in the Republic of Ireland, are required to provide evidence of one of the following:**   **IELTS/OET (International English Language Testing System/Occupation English Test)** certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains – reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to the date of it being submitted to the employer. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at [www.ielts.org](http://www.ielts.org);  **OR**   **Completion of their medical degree in the any of the following countries – United Kingdom, Australia, Canada, New Zealand, or United States**  **There are no exemptions to the above requirements.**  **Before taking up the post:** Each successful candidate **must be registered in the** Register of Medical Practitioners, maintained by the Medical Council of Ireland, in accordance with the Medical Practitioners Act 2007 by 11th July 2016 to take up appointment from that time.  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  **For all Medical/Dental posts**  The Medical Council of Ireland or Irish Dental Council  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character.  **Age**  Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. |
| \* Candidates with Irish Medical Council (IMC) registration or an IMC Acceptance Letter Reference Number at the closing date for applications will be prioritised for interview purposes.  Registration is the responsibility of the applicant. Please visit [www.medicalcouncil.ie](http://www.medicalcouncil.ie) for full details on registration. |
| **Post Specific Requirements** | **Access to own transport required to fulfil the role.** |
| **Skills, Competencies and/or Knowledge** | * Sufficient command of the English language to effectively carry out the duties and responsibilities of the role. The HSE reserves the right to require appointees to undertake a test of English language competency at any point in their employment * Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role. * An ability to apply knowledge to evidence based practice. * Effective team skills and leadership potential. * The ability to plan and deliver care in an effective and resourceful manner. * An ability to manage and develop self in a busy working environment. * The ability to effectively evaluate clinical information and make appropriate decisions * A commitment to assuring high standards and strive for a patient centred service. * Effective team skills * Effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc. and good presentation skills. * Awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect. * Flexibility and openness to change. * Ability to utilise supervision effectively. * A willingness to develop IT skills relevant to the role. |
| **Campaign 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.  Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **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 Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code Of Practice, Information For Candidates”.  Codes of Practice are published by the CPSA and are available on [www.hse.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
| **Protection of Persons Reporting Child Abuse Act 1998** | This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living. |
| **Mandated Person Children First Act 2015** | As a mandated person under the Children First Act 2015 you will have a legal obligation   * To report child protection concerns at or above a defined threshold to TUSLA. * To assist TUSLA, if requested, in assessing a concern which has been the subject of a mandated report   You will remain a mandated person for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | Have a working knowledge of 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. |
| **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.** | |

**Terms and Conditions of Employment**

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| **Tenure** | This appointment is a Specific Purpose Contract andpensionable.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Department of Health salary scale for the post (as at 01.10.2020) is:  **Senior House Officer**: €45,558,€47,844, €51,260, €53,493, €57,987, € 60,219, €62,399  **Registrar**: €57,987, €60,219, €62,399, €64,002, €66,140, €68,285 |
| **Working Week** | Successful candidates will be contracted to undertake duties and provide such services as are set out in the job description and in the manner specified in the NCHD contract for 39 hours per week. The 39 hours are as determined by the relevant service roster and include a paid lunch break. The successful candidate will be required to deliver these hours on any five days out of the seven in a week as determined by the Employer.  Please see Section 5 of NCHD contract for further information |
| **Annual Leave** | Annual leave is granted in accordance with the provisions of the Organisation of Working Time Act 1997. Please see Section 9 of NCHD contract for further information. |
| **Superannuation** | This is a pensionable position with the HSE.  The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st 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 which they were entitled to at 31st December 2004. |
| **Probation** | Every appointment of a person who is not already an officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Ethics in Public Office 1995 and 2001**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.10)** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.2010) 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.gov.ie/> |



**NCHD Recruitment Campaign**

**INFORMATION ABOUT THE INTERVIEW**

We would like to help you in preparing for your interview which will follow a format. Please read the following information as it should help you make the most of your performance on the day.

## What is the format?

The areas that the interview board will examine you on are decided before the interview takes place. The areas to be examined in the interview are based on the requirements of the post as outlined in the Job Specification. Each applicant will be examined on the same areas and treated in the same manner.

We choose the areas that will be examined by carefully looking at the role of the NCHD. From this investigation it became clear that the key skills and knowledge needed for effective performance in the role are:

* Clinical Medical & Diagnostic Skills
* Capability to fulfil the functions of the role

Additional marks are available for Continuing Professional Development based on the Qualifications given in your Application

In the interview the Board will examine the candidate on the areas listed. The same skill areas will be explored with all candidates but not necessarily in the same order. In addition candidates will be assessed on the following area from the evidence they provide throughout the interview:

* Communication and Interpersonal Skills

**What will happen at the interview?**

Your interview will last approximately 20 minutes.

* When you arrive at the venue, you will be asked to present identification.
* An interview board member will bring you to the interview room.
* At the start of the interview you will be introduced to each member of the board
* One of the Board Members will ask you to provide an overview of your current role
* Once this has been completed, the interview will then progress with a more detailed review of your career to date with a particular emphasis on the depth and breadth of your clinical, medical and diagnostic knowledge as relevant to the Role (e.g. SHO) and Specialty (e.g. General Internal Medicine) that you indicated in your application form. The board will also ascertain your motivation for choosing at Application stage the Specialty and if relevant Sub Specialty for the Hospital / Mental Health Service Group.
* The other board members will have an opportunity to ask you questions.
* Notes will be taken throughout the interview. These notes are to provide the interview board with a fair and accurate account of the examples you give, and will be used during the assessment that follows directly after the interview.
* At the end of the interview you will be given an opportunity to add any additional comments in support of your application.

**How do I prepare for interview?**

The interview involves the interview board assessing your ability in a number of skill and knowledge areas by exploring your experience, your clinical, medical and diagnostic knowledge as well as your motivation for applying for the Role with the Hospital / Mental Health Service Group.

In order to prepare for interview, you should read the job specification and compare your relevant experience, knowledge and education to the requirements as outlined in the job specification particular to the Role and Speciality you applied for.

In preparing for the interview, you should think of a number of situations where you have demonstrated the knowledge listed above. Think carefully about the skill areas in relation to your experiences to date, as you may find it difficult to come up with suitable examples on the spur of the moment.

**How do I maximise my performance during the interview?**

It may seem quite obvious, but during the interview it is vital that you listen extremely carefully to the questions that the Board Members ask.

Questions refer to a particular skill or particular knowledge. For example if a Board Member is examining your clinical ability examples of questions may include: “How did you go about that?”, “Why did you do that?”, “What happened next?”, “What was the result?” as opposed to a less specific question e.g. “Tell me how you went about that – from start to finish?”

This means that you must give specific answers to questions.

*We wish you best of luck on the day.*

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**Appendix 5**

**Revised Appendix 2 to SOP R2002, 15th May 2008**

**HEALTH SERVICE EXECUTIVE**

**Recruitment and Selection Procedures**

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| **Submission of applications** | Applications must be made on the official forms. Completed application forms must be returned to the designated address no later than the date specified in the advertisement as the latest date for receiving completed application forms.  Application forms received after the closing date will not be accepted. Candidates must ensure that applications are posted/e-mailed in sufficient time to guarantee arrival not later than the latest time stipulated for acceptance.  The acceptance of an application form from a person desiring to be a candidate, or an invitation to attend for interview or any other selection method is **not** an admission by the organisation that the applicant possesses the prescribed qualifications or is not disqualified by law from holding the post. |
| **What you should expect from us** | The aim of the HSE’s Recruitment Service is to provide you with a confidential service that is:   * Professional * Courteous and considerate * Friendly and helpful   We strive to operate a prompt and efficient service that includes   * Detailed information on vacancies and the recruitment and selection process * Timely acknowledgement and response to queries * Sufficient notice for all appointments * Clear, specific and meaningful feedback provided when requested by candidates. Detailed interview results to all candidates * Provision of specific requirements for candidates with disabilities. |
| **What we expect from you in return** | Your satisfaction with our service is important to us. In order to fulfil our commitment to you, you can help us by:   * Co-operating with us throughout the Recruitment and Selection process * Providing us with complete and accurate information within specified timeframes * Keeping all confirmed appointments * Notifying us of your inability to attend within a reasonable time scale * Candidates with disabilities should inform us of any specific requirements for interview.   As we appreciate feedback on our service, please feel welcome to give us your comments on your experience with the recruitment process. |
| **Change of candidates details** | Any change of address since submitting your application form should be notified immediately in writing to the designated office and the title of the post(s) to which it refers clearly stated. |
| **Expenses** | Candidates are responsible for all expenses incurred in relation to their application for employment with the HSE. |
| **Confidentiality** | Applications will be treated in strict confidence, subject to the provisions of the Freedom of Information Acts 1997, the Data Protection Act 1988 & 2003, the Public Services Management (Recruitment & Appointments) Act 2004 and other provisions that have been identified in the published documentation. |
| **Garda Clearance**  **(Police Clearance )**  **Obligation on candidates requested to complete the Official Garda Vetting Form**  **Consequence of false, misleading or inaccurate information** | The HSE will carry out Garda Clearance on all new employees. New employees will not take up duty until the Garda Clearance process has been completed and the HSE is satisfied that such an appointment does not pose a risk to clients, service users and employees.  All applicants will sign a detailed Standard Declaration which forms an integral part of their application form. **Candidates who apply using the on-line application form and application forms submitted by e-mail will be required to sign the Standard Declaration in person when they attend for interview.**  All candidates being processed for appointment will, on commencement of the clearance process, sign a Statutory Declaration and complete the Garda Vetting Form.  **Candidates being considered for appointments are obliged to complete the official Garda Vetting Form where there must disclose any and all conviction received. This disclosure must include such offences as driving offences, non-payment of a TV licence and public order offences, and includes the application of probation or community service.**  **The HSE will refer to the Garda Siochana individuals who wilfully submit, by omission or otherwise, false, misleading or inaccurate information in connection with their application for posts with the HSE or on the Garda Vetting Form as provided for under the Public Service Management (Recruitment and Appointments) Act 2004.** |
| **Screening process** | All applications will be screened for eligibility using the essential qualifications, experience and skills outlined in the Job Specification. Only those applicants who possess the required essential criteria will be progressed to the next stage of the selection process. |
| **Shortlisting** | **Applicants may be shortlisted for interview based on information supplied in the application form at the closing date or in other specified assessment process.**  **Criteria for short listing are based on the requirements of the post as outlined in the post specific requirements, duties, skills, competencies and/ or knowledge sections of the job specification and the information supplied in the competency based application form, if used.**  **It is therefore very important that you think about your experience in light of those requirements and that you provide a detailed and accurate account of your qualifications/ experience in your application.** |
| **Assessment, tests and Preliminary interviews** | The selection process may involve additional assessments, tests or preliminary interviews. Applicants will be notified of these additional stages if applicable. |
| **Creation of panels** | For some competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel and who fulfill the conditions of the selection process may, within the life of the panel, be considered for subsequent approved vacancies. The candidate who obtains first place on the panel will be the first candidate considered for a position, subject to satisfactory clearances, and so on in order of merit. |
| **Interview** | Interviews are normally conducted by a three person board consisting of subject expert/s and management specialist/s. Credit will be awarded by the interview board to candidates who demonstrate ***at interview*** that they possess the experience, competencies and skills listed in the Job Specification and as stated by the candidate in their application form.  The Interview Board will maintain an appropriate record of the interview in support of its subsequent recommendations. |
| **Notification of Interview and**  **Non-attendance at interview** | Candidates will normally be given at least one weeks’ notice of interview. This time scale may be reduced in exceptional circumstances. Candidates who do not attend for interview or for any other essential test or assessment will be deemed to have withdrawn their application and will have no claim for consideration. |
| **Result of interview** | Candidates will be notified of the result of their interview at the earliest possible date after interview.  The recommendation of the interview board does not constitute a job offer as it is only one stage of the selection process. This selection process continues after interview and includes the clearance checks and validation of documents as outlined below. |
| **Offer of Employment**  **Taking up Appointment** | It should be noted that no offer of employment is made, or should be interpreted as having been made, until the HSE formally offers employment by way of a contract of employment.  A person will not be appointed to a position until a signed contract is returned to the issuing office  Due to the nature of the service provided there is an onus on the HSE to ensure that successful candidates take up duty without undue delay. Consequently the following timescales have been set so as to minimise potential disruption of its service to clients and service users;   * In the case of external recruitment candidates will be required to take up duty within 3 month of receipt of the formal offer of employment. * In the case of internal HSE recruitment the appointee must start in the new role within 6 week from the date of notification.   The HSE reserves the right to withdraw the offer of employment should appointees fail to meet these time frames. |
| **Validation of Qualifications, Experience etc.** | Any credit given to a candidate at interview, in respect of claims to qualifications, training and experience is provisional and is subject to verification. The recommendation of the interview board is liable to revision if the claimed qualification, training or experience is not proven. |
| **Pre-Employment Health Assessment** | Candidates will be required to undergo a medical assessment or to complete a form declaring their health status. The result of the examination or declaration will be reviewed by the HSE’s Occupational Health Service. |
| **References** | The HSE reserves the right to seek both written and verbal references from current and previous employers, educational institutions or any other organisations with which the candidate has been associated. The HSE also reserves the right to determine the merit, appropriateness and relevance of such references and referees. ***Please note: candidates are requested not to submit references with their application form.*** |
| **Protection of Persons Reporting Child Abuse Act 1998** | Certain categories of posts in the HSE are designated posts under the Protection of Persons Reporting Child Abuse Act 1998. Persons appointed to posts in the designated categories shall for the duration of their appointment perform the duties of a designated officer for the purpose of the 1998 Act. Persons appointed to such categories will receive detailed information on their responsibilities under the Act on appointment. |
| **Ethics in Public Office 1995 and 2001**  Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,567 as at 01.03.2008  **Positions remunerated at or above €173,217 with effect from 1 March 2008** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 67,567 as at 01.03.2008) 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.gov.ie/>  Positions remunerated at or above €173,217 with effect from the 1st March 2008 are designated positions of 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.  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      1. and either 2. a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or 3. 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.gov.ie/ |
| **Code of Practice**  **and Review procedures in relation to the Recruitment and Selection process** | Appointments to positions in the Health Service Executive are subject to the Codes of Practice published by the Commission for Public Service Appointments (CPSA). Details of the Code of Practice are available on line at [www.cpsa-online.ie](http://www.cpsa-online.ie). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis.  The Code of Practice   * Secifies the responsibilities placed on candidates who participate in recruitment campaigns. * Facilitates feedback to applicants on matters relating to their application when requested, * Outline’s procedures in relation to a) requests for a review. of the recruitment and selection process and b) review in relation to allegations of a breach of the Code of Practice.   Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, information for candidates. |
| **Data Protection Act, 1988 and 2003:** | When your application form is received, we create a computer record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature.  Such information held on computer is subject to the rights and obligations set out in the Data Protection Act, 1988 and 2003.  Certain items of information, not specific to any individual, are extracted from computer records for general anonymous statistical purposes. |