

<b>Job Title and Grade</b>	<b>Senior House Officer / Registrar Posts – University Hospital Kerry</b>  <b>July 2021 Intake</b>
<b>Competition References</b>	UHKJUL2021
<b>Closing Date</b>	Ongoing
<b>Proposed Interview date(s)</b>	February 2021 / March 2021 Initially
<b>Taking up Appointment</b>	12 <sup>th</sup> July 2021
<b>Details of Service</b>	<p>University Hospital Kerry is a recognized teaching hospital which provides first class emergency, in-patient, outpatient and day case healthcare services to a population of 147,554 which grows significantly during the summer as Kerry is the holiday destination for people travelling from America, Europe and further afield. University Hospital Kerry is the 3<sup>rd</sup> largest hospital in the South South West Hospital Group with strong links to University College Cork and all the post Graduate Royal Colleges in Ireland.</p> <p>County Kerry is situated in the South West of Ireland on the Wild Atlantic Way and is one of the most scenic counties in Ireland with spectacular beaches, mountains, rolling hills and countryside. Some of the many attractions include Carrauntoohill, the highest mountain in Ireland at 1,039m, Cummeenoughter Lake at 707m located in the MacGillicuddy Reek mountains, the Ring of Kerry and Skellig Michael which features in the recent Star Wars films. The many beaches offer a wide range of water activities including swimming and surfing with the rivers and lakes being ideal for fishing and rowing.</p> <p>University Hospital Kerry is located in Tralee, the Capital of Kerry which is proud host of the International Rose of Tralee Festival. Tralee is a cosmopolitan urban area where a positive work life balance is part of everyday life.</p>
<b>Reporting Relationship</b>	The NCHD's reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director/Executive Clinical Director. The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Executive Clinical Director on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required.
<b>Purpose of the Post</b>	<p>Appointees are required to actively engage in continuing professional education and training in conjunction with the relevant postgraduate medical training body.</p> <p>During the appointment the successful candidate will, under the supervision of the Consultant / Clinical Director/Executive Clinical Director/Employer, participate in and deliver a quality health care service.</p>
<b>Standard Duties and Responsibilities</b>	The NCHD's standard duties and responsibilities include, as directed by the Consultant / Clinical Director /Executive 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](http://www.medicalcouncil.ie))
- seek advice and assistance from the Consultant / Clinical Director/Executive 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/Executive 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<sup>1</sup> 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 place 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

<sup>1</sup> "Training principles to be incorporated into new working arrangements for doctors in training" published by the Medical Education and Training Group, July 2004

	<p><b><u>Education and Training</u></b></p> <ul style="list-style-type: none"> <li>• attend at NCHD Induction</li> <li>• participate in mandatory and recommended training programmes in accordance with organisational / professional requirements</li> <li>• maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development</li> <li>• Make satisfactory progress in his / her training and development as per the requirements of the training body</li> <li>• engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards</li> <li>• Work in a safe manner with due care and attention to the safety of self and others</li> <li>• Be aware of risk management issues, identify risks and take appropriate action</li> <li>• Promote a culture that values diversity and respect</li> </ul> <p><b><u>Administrative</u></b></p> <ul style="list-style-type: none"> <li>• Ensure good working practice and adherence to standards of best practice</li> <li>• Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services</li> <li>• Assist the Consultant / Clinical Director /Executive Clinical Director/ Employer in service development, including policy development and implementation</li> <li>• 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</li> <li>• Engage in service audit and demonstrate the achievement of the service objectives</li> <li>• Represent the department / profession / team at meetings and conferences as appropriate</li> <li>• Keep up to date with change and developments within the Irish Health Service</li> </ul> <p><i>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.</i></p>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b>Registration with the Irish Medical Council</b></p> <p>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.</p> <p><b>ACLS</b></p> <p>Each candidate must hold a valid up to date ACLS Certificate</p>

	<p><b>IELTS / OET</b> Have Passed the IELTS / OET Exam if applicable. All NCHDs taking up employment with the HSE who were not registered by the Medical Council in any divisions of the Register of Medical Practitioners prior to the 01/01/2015, or who did not complete the entirety of their undergraduate medical training in the Republic of Ireland, are required to provide evidence of IELTS or OET or completion of their medical degree in any of the following countries – UK, Australia, Canada, New Zealand or United States.</p> <p><b>Health</b> 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.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) 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.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Satisfy English language requirements for NCHD’s (HR Circular 022/2018) to effectively carry out the duties and responsibilities of the role</li> <li>• sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role</li> <li>• an ability to apply knowledge to evidence based practice</li> <li>• effective team skills and leadership potential</li> <li>• the ability to plan and deliver care in an effective and resourceful manner</li> <li>• an ability to manage and develop self in a busy working environment</li> <li>• the ability to effectively evaluate clinical information and make appropriate decisions</li> <li>• a commitment to assuring high standards and strive for a patient centred service</li> <li>• effective team skills</li> <li>• effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc and good presentation skills</li> <li>• awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect</li> <li>• flexibility and openness to change</li> <li>• ability to utilise supervision effectively</li> <li>• a willingness to develop IT skills relevant to the role</li> </ul>
<p><b>Competition Specific Selection Process</b>  <b>Shortlisting /</b></p>	<p>Short listing may be carried out on the basis of information supplied in your curriculum vitae. The criteria for short listing 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.</p>

<b>Interview</b>	<p><u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u></p> <p>Please note that due to the volume of applications expected it will only be possible to contact those shortlisted for interview.</p>
<b>Code of Practice</b>	<p>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”.</p> <p>Codes of Practice are published by the CPSA and are available on <a href="http://www.careersinhealthcare.ie">www.careersinhealthcare.ie</a> in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</p>

## NCHD

### Terms and Conditions of Employment

<b>Tenure</b>	The appointment is whole-time, fixed term and pensionable.
<b>Remuneration</b>	<p>As per 1<sup>st</sup> October 2020, the salary scale for a Senior House Officer post is as follows:</p> <p>45,558 – 47,844 – 51,260 – 53,493- 57,987 – 60,219 – 62,399</p> <p>As per 1<sup>st</sup> October 2020, the salary scale for a Registrar post is as follows:</p> <p>57,987 - 60,219 - 62,399 - 64,002 - 66,140 - 68,285</p>
<b>Hours of Work</b>	<p>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.</p> <p>Please see Section 5 of the attached NCHD contract for further information.</p>
<b>Annual Leave</b>	<p>Annual leave will be granted in accordance with the provisions of the Organisation of Working Time Act 1997. Successful candidates will be entitled to 12 working days leave per 6 month period.</p> <p>Section 9 (c) of the NCHD contract refers.</p>
<b>Superannuation</b>	All pensionable staff become members of the pension scheme.