

**Medical Officer, Senior**

**Primary Care, Community Healthcare West, CHO Area 2**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Medical Officer, Senior**  *(Grade Code: 183T)* |
| **Campaign Reference** | NRS10297 |
| **Closing Date** | **Thursday 3rd June 2021 at 12 noon** |
| **Proposed Interview Date (s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | **Primary Care, Community Healthcare West, CHO Area 2**  The following vacancies are currently available:   * One permanent whole-time vacancy available in Community Medical Department, Monksland, Athlone, Co. Roscommon * Two permanent whole-time vacancies available in Community Medical Department, Roscommon. * One specified purpose (12 month contract) and whole-time vacancy available in Community Medical Department, Galway. The duration of this specified purpose vacancy is 12 months from start date.   A panel may be formed as a result of this campaign for Medical Officer, Senior, **Primary Care, Community Healthcare West, CHO Area 2** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | Dr. Gillian Chambers, Acting Principal Medical Officer, Community Healthcare West  **Tel.:** 094 9042023  **Email**: [Gillian.Chambers@hse.ie](mailto:Gillian.Chambers@hse.ie) |
| **Details of Service** | The successful candidate will work within the Community Healthcare Organisations, working as part of multi-disciplinary teams delivering a coordinated approach to client care.  Senior Medical Officers work closely with departments of Public Health Nursing, GPs, Paediatricians, Speech and Language Therapists, OTs, audiology services, ophthalmology services, disability services, PCRS and the National Immunisation Office.  Community Medical Officers provide school based immunisation programmes in Primary and Secondary schools. Immunisation is one of the most cost-effective ways of reducing childhood morbidity and mortality.  Community Medical Officers are involved in child health screening and surveillance for the preschool and primary school child**.**  Community medical services provide child health clinics and provide medical assessments for early intervention and disability services.  They carry out the medical assessment of grants and allowances administered by the HSE, and Revenue Commissioners and determine clients’ medical eligibility for said grants and allowances. They provide an Allowances Appeals process for those deemed non-eligible.  Community Medical Officers provide targeted community medical services for socially excluded groups such as refugee/asylum seekers. |
| **Reporting Relationship** | The Senior Medical Officer will report to the Principal Medical Officer. |
| **Purpose of the Post** | The overall objective of this post is to assist the Principal Medical Officer in carrying out the community medical services function within a designated integrated services area.  The Senior Medical Officer (SMO) working in the Department of Community Health will carry out the range of duties allocated by the Principal Medical Officer within a designated Care Group at Community Care level.  In working with the Department of Community Health the SMO will work closely with other SMOs, Managers of Care Groups, and Heads of Discipline.  The Department of Community Health will provide a range of medical services in the areas of Child and Adolescent Health, Immunisations, Services for Older Persons and those with Physical, Sensory and Learning Disability  An SMO will be assigned to provide services within a defined care group or groups. |
| **Principal Duties and Responsibilities** | The Senior Medical Officer will support the Principal Medical Officer in carrying out specific functions designated by the Principal Medical Officer as appropriate to the office which include the following:  *The Medical Officer, Senior will:*  **Professional/Clinical**   * Undertake clinical duties appropriate to the post * Develop a detailed knowledge and participate in the assessment of the community medical service needs of a particular care group as outlined above * Contribute to the service planning process for a specific care group * Supervise the work of Medical officers at the request of the Principal Medical Officer * Participate with management, other members of the community care team and other health professional in implementing targets and plans for the care groups and to help review progress and performance by the team * Assist the Principal Medical Officer and others in evaluating the community medical service of a care group * Assist the Principal Medical Officer in preparation of the annual report for the care group * Co-operate and liaise with persons (including personnel in institutions) and organisations providing health or social services in the area * Carry out such statutory functions that may be assigned to the SMO * Provide cover for the Principal Medical Officer in his/her absence * Perform other duties/ functions appropriate to the post at the request of the Principal Medical Officer * Perform other duties/functions as may be determined from time to time by the Director General or his/ her delegate.   **Education & Training**   * Participate in continuing professional development * Encourage ongoing training and development * Undertake audit * Work with the Principal Medical Officer and other staff in the Department of Community Health to foster a positive learning environment * Participate in ongoing training programmes as required and as appropriate   **Risk, Health & Safety**   * Promote a safe working environment in accordance with Health and Safety legislation * Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards * Actively participate in risk management issues, identify risks and take responsibility for appropriate action * Report any adverse incidents in accordance with organisational guidelines   **Management**   * Participate in the development and implementation of targets and plans for the Department of Community Health and help review progress and performance against those targets * Participate in and co-operate with the development of appropriate information systems and information technology systems relevant to the provision of community medical services within the care group * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * To support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **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 him / her from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Candidates must have at the latest date of application: -**   * **Professional Qualifications, Experience etc.** * Be a medical practitioner who is registered other than provisionally or temporarily in the Register of Medical Practitioners for Ireland or is entitled to be so registered. * Possess a Masters in Public Health / Post Grad Diploma in Public Health and /or equivalent qualification. Examples would include: * MSc in Community Health * Masters in Community Child Health (UK) * Membership of the Faculty of Public Health Medicine (Ireland or UK) * Membership of the Irish College of General Practitioners * Membership of the Royal College of General Practitioners (UK) * Membership of the Royal College of Physicians (Ireland or UK) * Membership of the Faculty of Paediatrics (Ireland or UK) * Membership of the Faculty of Occupational Health (Ireland or UK) * Have had, since becoming entitled to full registration, at least five years satisfactory experience in the practice of the medical profession.   *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*.  **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. |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in the delivery of community based services, as relevant to the role. |
| **Other requirements specific to the post** | Access to appropriate transport to fulfil the requirements of the role. |
| **Skills, competencies and/or knowledge** | The successful candidate should be able to demonstrate the following attributes:  **Professional/Clinical Knowledge**   * Demonstrate excellent track record in community medicine and a demonstrable commitment to best practice * Demonstrate the capacity to manage the service in an effective and resourceful manner within a model of person-centred care. * Demonstrate a high level of clinical and professional knowledge relevant to the role. * Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.   **Planning and Organising Resources**   * Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money * Demonstrate ability to manage deadlines and effectively handle multiple tasks * Demonstrate ability to adapt to changing sets of demands / work environment.   **Building and Maintaining Relationships: Leadership, Managing People and Team Skills**   * Demonstrate ability to build strong relationships and networks at all levels within and outside the organisation. * Demonstrate effective leadership and team skills including the ability to work in a multi-disciplinary environment. * Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment * Demonstrate ability to manage, motivate and develop staff to maximize performance at work * Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients. * Demonstrate ability to work effectively with multi-disciplinary teams * Ability to influence others.   **Commitment to Quality Service**   * Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care * Demonstrate an ability to monitor and evaluate service performance and levels of care   **Evaluating Information and Judging Situations**   * Demonstrate strong problem-solving skills including the ability to evaluate information and make effective decisions especially with regard to service delivery.   **Communication and Interpersonal Skills**   * Display effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues, families, etc ; the ability to give constructive feedback * Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc. |
| **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 Code also specifies the responsibilities placed on candidates, facilities for feedback to applicants 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 <https://www.hse.ie/eng/staff/jobs> in the document posted with each vacancy entitled “Code of Practice, Information for Candidates” or on <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. | |



**Medical Officer, Senior**

**Primary Care, Community Healthcare West, CHO Area 2**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancies available are permanent/specified purpose and whole-time. The duration of the specified purpose vacancy is 12 months from start date..  The posts are pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  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 Salary scale for the post is: (as at 01/10/2020)  €81,558 - €83,796 - €86,062 - €88,304 - €90,549 - €92,831 - **€94,933 - €97,037 LSIs**  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **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. |
| **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 joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent 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. |
| **Protection for Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection for Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer 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. |
| **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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures. * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale (€69,676 as at 01.10.2020) 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 <https://www.sipo.ie/>. |