

Consultant Applications Advisory Committee

Terms of Reference

Establishment The Consultant Applications Advisory Committee (CAAC) will be established by the CEO of the HSE.

Purpose The purpose of the CAAC is to provide independent and objective advice to the HSE on applications for medical Consultants and qualifications for Consultant posts.

The CAAC provides a significant opportunity for Consultants to contribute their expertise and professional knowledge to the decision-making process for the development of Consultant services throughout the country.

Membership Membership will comprise

- (i) An independent Chair;
- (ii) Senior HSE planning officials from relevant Directorates (i.e. NHO, PCCC, Population Health, HR and Finance). The NDTP and the Nursing Services Director will also be represented.
- (iii) Consultant representatives covering the nine relevant medical specialties (anaesthesia, emergency medicine, medicine, pathology, paediatrics, psychiatry, obstetrics & gynaecology, radiology, surgery). These members will be selected by the CEO from a pool comprising the Chairs of the Expert Advisory Groups and proposed nominees of the training bodies such as the Chairpersons and Honorary Secretaries;
- (iv) Patient advocacy groups;
- (v) Voluntary hospital CEO.
- (vi) 2 representatives of each of the Irish Hospital Consultants Association and Irish Medical Organisation

Members will be appointed by the CEO. Factors such as gender mix and geographic spread will be taken into account in the selection of members.

Modus Operandi It is envisaged that the CAAC will meet every 2 months, or more often as required.

The members of the CAAC will consider applications (new and replacement) submitted to it which have been processed by the Consultant Appointments Unit. All posts presented to the CAAC will have received financial clearance from the relevant service Directorate (NHO/PCCC).

The officials of the Consultant Appointments Unit (CAU) will prepare background information on and initial analysis of each application and will present this to the CAAC.

The CAAC will consider each application in the context of information received from the officials of the CAU, published policy, workload statistics, precedent, literature review, professional advice & knowledge, developments in medical education and training, relevant local information, demography, workload statistics and any other relevant advice (e.g. from Expert Advisory Groups).

The CAAC will provide advice in relation to each individual application. Advice could include;

- (i) recommendation to approve the post.
- (ii) recommendation to seek clarification of aspects of the post or aspects of policy not already clarified by the CAU.
- (iii) recommendation to amend the structure, sessional commitment etc.
- (iv) recommendation to refuse approval to the post.

The CAAC will also provide advice to the HSE on the appropriate qualifications for Consultant posts.

Other functions may be assigned by the National Director, Human Resources, following discussion with the Committee.

Advice provided by the CAAC will be forwarded by the Head of the CAU to the National Director, Human Resources, to whom responsibility for the regulation of Consultant posts has been delegated by the CEO of the HSE. The National Director will in turn regulate each post taking into account the advice provided. The recruitment and appointment of Consultants and related staff is approved by the National Employment Monitoring Unit (NEMU) in accordance with the Employment Control Framework approved by the Board of the HSE.

The National Director, Human Resources, provides regular updates to the Board of the HSE on the Consultant posts recommended for approval.

Executive Support

The CAAC will be supported by the officials of the Consultant Appointments Unit (CAU).

Term

The CAAC will be appointed for an initial period of one year.

