

# The Consultant Recruitment Process

**Key elements of the Consultant recruitment process  
and issues for newly appointed Consultants**

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Human Resources, HSE**

# Background to a Consultant post



Consultant posts are created:

- as a replacement for an existing post
- as part of a national strategy or programme
- as part of a Hospital Group / Community Health Organisation strategy
- following an initiative by an individual hospital or Mental Health Service

# Agencies with a role in the process



Under law, the HSE approves all Consultant posts

Approved posts are recruited by:

- Public Appointments Service (PAS) on behalf of the HSE
- The relevant HSE-funded hospital / agency

All Consultants must hold registration on the Specialist Division of the Medical Register – so the Medical Council often has a role to play

# Links



HSE information and guidance: [www.hse.ie/doctors](http://www.hse.ie/doctors)

Public Appointments Service: [www.publicjobs.ie](http://www.publicjobs.ie)

Medical Council: [www.medicalcouncil.ie](http://www.medicalcouncil.ie)

# Two key documents



## Two key documents

- Approved Consultant Appointment Document
- HSE letter of approval for the post

**Both available from [www.publicjobs.ie](http://www.publicjobs.ie) or from the HSE-funded hospital / service**

# Approved Consultant document



Sets out:

- Summary of post
- The business case that was made for the post
- An indicative work practice plan for the appointee
- Job description

Key information regarding why the post exists, resources, colleagues and the structure of the post

# HSE letter of approval



The HSE letter of approval:

- Is the official sanction for the post
- Forms Appendix I of the Consultant Contract
- Sets out title, qualifications, employer(s), location(s), contract type, working hours . .
- Is a key document for health Insurance companies



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Consultant Appointments Unit  
Aonad Cheapacháin na nDochtúirí Comhairleacha  
Health Service Executive  
Feidhmeannacht na Seirbhíse Sláinte  
Dr Steevens' Hospital  
Ospidéal Dr Steevens  
Dublin 8  
Baile Átha Cliath 8  
☎: 01 6352845



**Mr. Ian Carter**  
Group Chief Executive  
RCSI Hospitals Group  
111 Stephens Green  
Dublin 2

Post Ref: **BTANAN13**

14<sup>th</sup> February 2017

Dear Mr. Carter,

I refer to the application from RCSI Hospitals Group attached to email of 11<sup>th</sup> November 2016 and related documentation.

The Health Service Executive has approved the appointment of a:

**CONSULTANT ANAESTHETIST**

This is an appointment to the RCSI Hospitals Group on a **Type B basis** under the Consultants' Contract 2008 (as per standard text issued by the HSE) by the Health Service Executive. This initial commitment for this post will be to Beaumont Hospital for **39 hours per week, in replacement of the services of Dr. Joseph Keaveny**. 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, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.

The **normal duties for the post as outlined in the documentation** and agreed by the HSE, will include *inter alia*:

**Beaumont Hospital**

- 30 hours per week for theatre duties
- 3 hours per week for services to pre-admission clinics
- 2 hours per week for pre & post op. patient care
- 2 hours per week for teaching duties
- Participation in the on-call rota

The foregoing list of duties will form part of the **Clinical Directorate Service Plan**. The remaining commitments are to be assigned by the employer(s) and may be adjusted by the Clinical Director / Employer whilst retaining flexibility in meeting the operational needs of the employer. This assignment of commitments will be done in consultation with the Consultant appointed to this post who will be expected to work in a flexible manner to meet such operational needs.

**If a significant change to this post is contemplated e.g. location, structure, title, contract type etc. the prior approval of the Health Service Executive is required.**



**Towards Successful Consultant  
Recruitment, Appointment and Retention  
in Hospitals, Mental Services and Health  
Agencies**

**Guidance**

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# The Consultant Contract



Key sections of Consultant Contract 2008 for new appointees:

- 3 - Probation
- 7 – Working Hours
- 12 – Standard duties
- 14 – Medical Education, Training and Research
- 18 – Leave, Holidays and Rest Days
- 20 – Regulation of Private Practice
- 21 – Contract Type
- 23 – Salary and other payments
- 27 – Clinical Indemnity
- Appendix I – Letter of Approval
- Appendix III – Clinical Directorate Service Plan

# Who should you engage with?



Your understanding of how your job works should be informed by early engagement with:

- Your Clinical Director / Head of Department
- Consultant colleagues in your specialty / specialty group
- Relevant staff in other disciplines e.g. nursing, health and social care professionals, administrative staff
- NCHDs – both in training and service posts
- Medical Manpower / HR

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# What should you expect / demand?



- Induction
- Probation
- Appraisal / Performance achievement
- Equity in:
  - Distribution of workload
  - access to resources
  - participation in on-call (if relevant)