

Applications for Consultant Posts

**Interim Guidance to health service management on
applications for permanent and non-permanent
Consultant posts**

3rd September 2015

Title	Applications for Consultant Posts - Interim Guidance to health service management on applications for permanent and non-permanent Consultant posts
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Purpose of guidance

These interim guidelines are intended to assist with and clarify aspects of the current application process for Consultant posts.

As of September 2015 a review has commenced of the work streams relating to the processing of Consultant posts, including the application process for Consultant appointments. The intention is to simplify and streamline the process and further guidance will issue in due course.

1. Documentation no longer required when applying for a Consultant post

As of 3rd September 2015 the following documents are no longer required as part of the application for a Consultant appointment:

- Type B Declaration Form.
- Cover letter from Hospital Group CEO/CHO Chief Officer stating the post is compliant with Circular 005/2013.
- Separate business case document supporting the application for a Type B contract.

2. Required documentation

Section E of the application form for Consultant appointments must be signed off by the Hospital Group CEO/CHO Chief Officer only, no other signature will be permitted. The application form has been updated to include a space for this sign off. This form must be used for all future applications submitted and is available from the NDTP website on www.hse.ie/doctors.

3. Issues arising when completing the Application Form

a) Section C – Details of Post

This section of the form seeks details of the duties and hourly commitment of the post including the on-call commitment. Please bear the following in mind when completing this section of the application form.

b) Questions to complete

Which questions to complete depends on the speciality that the application is being made for. Please complete the appropriate questions as per the table below:

Speciality	Questions within Section C to complete
Medical Specialties, Obstetrics/Gynaecology Paediatrics, Psychiatry, Surgery and Emergency Medicine	Question 12(a) [12(b) and 12(c) if necessary]
Anaesthesia	Question 13(a) [13(b) and 13(c) if necessary]
Pathology	Question 14(a) [14(b) and 14(c) if necessary]
Radiology	Question 15(a) [15(b) and 15(c) if necessary]

c) Weekly commitment

For a full-time Consultant post the hours entered must total to 39 hours p/w.

Teaching time should be included in the weekly commitment, it should be protected and be a minimum of 2 hours p/w in cases where the post does not have academic sessions.

In general, the non-clinical hours (administrative duties, management duties and teaching duties) should not exceed 6 hours p/w.

For illustrative purposes an example of Question 12(a) is completed for a general surgery post below. (On actual applications the departmental commitment would also be included in the table).

	<i>Tick as appropriate</i>		<i>Commitment (hours per week)</i>	<i>For department as a whole (including post under consideration)</i>
Inpatient care	Yes: ✓	No:		
Day care commitment	Yes: ✓	No:	3	
Ward rounds	Yes: ✓	No:	3	
Theatre commitment	Yes: ✓	No:	18	
Diagnostic/treatment commitment	Yes:	No: ✓		
Out-patient clinics	Yes: ✓	No:	7	
Consultation services	Yes: ✓	No:	2	
Teaching duties	Yes: ✓	No:	2	
Case conferences (preparation & presentation)	Yes: ✓	No:	1	
Administrative duties	Yes: ✓	No:	1.5	
Management duties	Yes: ✓	No:	1.5	
Other specific duties (<i>please specify</i>)	<i>(please specify)</i>			
Total			39	

d) On-call rota(s)/commitment

The on-call rota(s)/commitment section has been separated out from the hourly commitment. Please ensure that this section is completed in full for each application.

On-call rota(s)/commitment

Is there an on-call commitment as part of this post?

Yes No

If Yes, please describe in full the on-call rota(s)/commitment for this post. If it is a general rota please specify the frequency the speciality/sub-specialty is on call and the frequency the individual Consultant is on call:

Please note that the tables in Section C of the application form should not be edited to change the headings or to add additional rows.

4. Increased Consultant Presence & Hospital Groups and Community Healthcare Organisations

Following consultation with the Acute Hospitals and Mental Health Divisions the following has been agreed:

Where additional Consultant posts are being applied for applications should set out how the addition of the post will increase the Consultant presence overall on-site for the relevant service, taking into account the model of care in the relevant clinical programme. This should be addressed in Section B, Question 8(e) of the application form.

Following the introduction of the hospital group and community healthcare organisation structures all applications will be considered in a group context. All applications should further the integration of posts and the delivery of services by the group. This should be addressed Section B, Question 8(c) of the application form.

5. Queries

Please note that all applications for Consultant posts are now under the remit of NDTP. All queries concerning this guidance should be directed to NDTP by email at: Consultant.applications@hse.ie or by phone to: 01 6352445.