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| --- | --- |
| **CAP ID** |  |
| **Post Title** | Choose an item. |
| **Contract Type** | Choose an item. |
| **Application Type** | Choose an item. |

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| **Required Information for all New/ Replacement and Restructured Consultant Applications** | **Info completed/**  **submitted** | **Screening and Additional Comments from NDTP / CAAC** |
| Application submitted by deadline |  |  |
| *Sections A, B & G:* titles match listed within qualifications document (*as specified by the HSE)*  If new title is sought, rationale for same should be indicated in Sec B and \*qualifications required in Sec B |  |  |
| *Section B:* Information provided relevant to post  *if post is occupied, details of post holder should be noted* |  |  |
| *Section C:* On-call commitment and rationale for same outlined.  WPP allow for travel (*if applicable)*  Protected teaching time - *min 2 hours per week at clinical site(s) for posts that are 1 WTE*  Min. 65 – 75% time assigned to Clinical Activity |  |  |
| *Sections D, E, F*: Information extracted from DIME should be accurate and any anomalies should be addressed / noted in Sec B Q15 |  |  |
| *Section G:* Information provided relevant to post  *Psychiatry Posts - reporting relationships to CD/ECD must be stated* |  |  |
| *Section H:* Relevant documents should be attached, to include:   * CPL – *see list below* * Confirmation of Funding – * *this should include a signature provided by Acute Operations (formerly AHD)* * *Relevant Chief Officer validation (Section I) suffices as funding approval for CHO Psychiatry Posts – only if funding is not provided by an Acute Hospital* * NCCP views – *for Oncology related posts only* * Supporting documentation from all sites *(CEO or CO)* – and Consultants impacted - in case of a restructure | ***Signed, Dated, CAP ID and Title matches application*** |  |
| *Section I:* Application validated by appropriate Clinical Director and HG CEO/CO CHO.  *NB: Where post is an integrated post (generally 50/50 between HG and CHO) sign off required from* ***both*** *Group CEO and CO CHO* |  |  |

**Additional Information**

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| **Replacement / Replacement & Restructure Posts** | **Information completed/submitted** | **Screening and Additional Comments from NDTP / CAAC** |
| In the event of a resignation, the reason for same is outlined |  |  |
| Supporting letter from Group CEO/ CHO Chief Officer, with rationale for any changes attached |  |  |

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| **Change of Contracts** | **Information completed/submitted** | **Screening and Additional Comments from NDTP / CAAC** |
| *Section A:* Completed with Consultants Details (*cross check DIME)* |  |  |
| Work Practice Plans (*Current & Proposed*) submitted  Current WPP 37/39hrs  (*lunch breaks not incl in commitment*) |  |  |
| CEO/Hospital Manager Support / signatures provided |  |  |
| Supporting documentation (*as per Section C of contract change request form)* attached  The form can be found [here](https://www.hse.ie/eng/staff/leadership-education-development/met/consultantapplications/doc1/) |  |  |

**To note:**

* Applications submitted without confirmation of funding or CPL comments will not be screened by NDTP
* CAAC reserves the right to request further info/docs following discussion and / or consideration
* *\** In relation to qualifications – please check against current approved list as to whether the requirements are already listed in current approved list of Qualifications. Where a new title is being requested and specific requirements regarding training are being sought, CAAC as part of its own process consults with relevant stakeholders Training Bodies, Employers, CPLs , NCAGL which are compiled by Secretariat and presented for CAAC’s consideration.