

CAAC Applications for Additional or Replacement Posts

Checklist for Applicants prior to submission

No	Required information	Information completed/ Signatures attached Y/N	Additional comments
1	All text boxes are completed		
2	Word version of the application form to be submitted		
3	If application is for a replacement post the HSE approved post reference number is clearly stated on the application form (under the post title)		
4	If application is for a replacement post due to resignation, the reason for resignation to be stated		
5	If application is for a replacement post- any changes proposed to the original approved work schedule (Section 12) as per previous letter of approval for the post to be clearly noted and letter with rationale for any changes from Group CEO/ CHO Chief Officer to be submitted		
6	For <u>all posts</u> protected teaching time for a minimum of 2 hours per week at clinical site(s) is included on the application (Section 12)		
7	Job description is completed and attached For <i>Psychiatry</i> posts the correct version of job description (as per NDTP website) has been submitted		
8	Application follows the relevant National Clinical Programme guidance document e.g. NAMP, Obstetrics & Gynecology.		
9	The application has the signature of each hospital /community site CEO and the signature of the Hospital Group CEO/CHO Chief Officer		

Please note that applications received without all information as above will be deemed incomplete and **will not be placed on the next CAAC meeting agenda**. These applications will be placed on hold until a fully complete application is received.