

CONSULTANT POST DEVELOPMENT PROCESS

HEALTH SERVICE EXECUTIVE, IRELAND

CONSULTANT POST PLANNED & FUNDED

Department of Health National Service Plan or
Region Local Decision.

1

CONSULTANT APPLICATION (CA)

Local Medical Workforce Manager then sent
to Region Business Manager.

2

CONFIRMATION OF FUNDING FORM (CFF)

Signed by Regional Executive Officer (REO).

3

CLINICAL PROGRAMME LEAD (CPL)

Reviews & signs CPL form
(Assess as appropriate to model of care).

4

APPROVAL TO COMMENCE RECRUITMENT BY SITE/REO

REO confirmed funding & permission to
proceed.

5

LETTER OF APPROVAL (LOA)

HSE Chief People Officer issues LOA
following Consultant Applications Advisory
Committee (CAAC) approval.

6

CONSULTANT APPLICATIONS ADVISORY COMMITTEE (CAAC)

Reviews application clinical / practice plans –
makes recommendation sent to Chief People
Officer.

7

CA + CFF + CPL FORMS

Sent to Consultant Applications Advisory
Committee (CAAC) – all paper work is
reviewed / verified.

8

POST PROGRESSED & ADVERTISED

National Recruitment Service (NRS) &
Public Jobs if statutory, if voluntary, it is
handled by relevant hospital board.

9

NATIONAL RECRUITMENT SERVICE (NRS)

Interview Panel organised & shortlisting
performed.

10

INTERVIEW & CLEARANCE

Interview completed, applicants ranked.
Medical Clearance incl. Blood Borne Virus
Tests, Garda Clearance, Confirmation of
Work History and Specialist Registration.

11

CONTRACTING

Job Plan agreed with Clinical Director,
Contract issued for review, start date agreed,
contract signed.

12