



Checklist for implementing the Public Only Consultant Contract 2023 for new Consultants

Employee Details	
Name	
Location (s)	
Job Title	
Start of Employment Date	
Personnel Number	

Checklist	Yes	No
Do you have a copy of the letter of approval for the post?		
Do you have a copy of the job description for the post?		
Will the consultant be working at multiple services? <i>If so, the secondary services will be specified. The consultant will only have one employer – if they are working at multiple services the main service will be the employer for purposes of (eg) payroll and management.</i>	Yes	No
What kind of contract will this be?	What kind of contract will this be? There are four options- please tick the applicable type 1. permanent contract for new consultants 2. permanent contract for existing consultants 3. specified purpose contract; 4. fixed-term contract.	
Have you confirmed that the consultant is on the specialist register?		
Have you confirmed that the consultant possesses any further qualifications or registrations that are required for the post?		
Will the consultant have a probationary period? <i>Probationary period will not apply to consultants who have already completed probation at the level of consultant in the public service.</i>		
To whom will the consultant report?	Please tick: Clinical director Executive clinical director Other (please specify) _____	

<p>Have you identified the location (or locations) at which the consultant will work?</p>		
<p>Will the consultant be working a standard (37 hour) core working week? <i>If no please state number of hours Shorter weeks may be agreed in accordance with applicable procedures relating to flexible and family-friendly working.</i></p>		
<p>Will the consultant be asked if they are willing to have their core weekly working hours scheduled across an extended week that includes twilight working hours? <i>If yes, twilight premium will be available.</i></p>		
<p>Have you identified the relevant pension scheme?</p>		
<p>Has the consultant applied for permission to engage in any external work (such as off-site private practice)? <i>If so, the application will need to be considered in line with clause 24 and the applicable guidelines.</i></p>		
<p>Has the consultant disclosed any material criminal offence or regulatory restriction? <i>Any measures taken in response of such a disclosure to protect the employer, its patients or service users should be written in narrative form at Appendix 5.</i></p>		
<p>Is the consultant an academic consultant? <i>If not, Appendix 4 should say “deliberately left blank” instead of containing any text.</i></p>		
<p>Is the consultant employed by the HSE? <i>If so, Appendix 8 should say “deliberately left blank” instead of containing any text.</i></p>		
<p>Is the consultant transitioning from a previous consultant contract? <i>If not, Appendix 9 should say “deliberately left blank” instead of containing any text</i></p>		