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Purpose of this guidance

This document sets out the standards to apply to the recruitment of Non- Consultant Hospital Doctors (NCHDs) to posts in HSE and HSE- funded Hospitals and Mental Health services or agencies.

The purpose of this policy is to provide guidance and standards to enable recruiting managers to attract, recruit and retain appropriately qualified and skilled doctors in accordance with employment legislation and good hiring practice. It is essential a high standard of recruitment practice is adhered to, ensuring that any appointments made are safe and compliant. Checks and balances in the recruitment process support the appointment of qualified, effective and safe Doctors.

Failure to comply with these standards could put the safety of patients, and public trust in the health services at risk.

Queries on this policy may be made by email to nationalhr@hse.ie

Responsibility

Managers/Consultants

Managers/Consultants are responsible for employing the best available people to fill vacancies on their teams. They should recruit and select staff in accordance with the principles outlined in this document. This requires the design of the job and the identification of the personal qualities required to fill that job to be outlined. Consultants will be required to participate on interview panels, ask clinical questions during the recruitment process, may be required to review written references and giving feedback to unsuccessful candidates.

Human Resources/Medical Workforce Departments

The Human Resource Department is responsible for providing advice to managers/consultants on good practice in recruitment and selection methods, and for promotion and implementation of this policy. The Human Resources Department will ensure the selection and appointment of staff and all documentation in accordance with the Policy and to ensure compliance with employment legislation. A HR representative should take part in all panel interviews.

National HR

Specialist guidance is provided by National HR to promote and embed the recruitment practices outlined in this policy. In particular the recruitment toolkit on HSELAND is a comprehensive training resource.

Recruitment Toolkit

The HSE has made the general recruitment and selection toolkit available to all those involved in recruitment. This online resource is available on HSELAND. All those involved in NCHD recruitment must familiarise themselves with the modules in the Recruitment & Selection Toolkit which can be found here: <https://www.hseland.ie> [Go to Hubs > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit]

Context

Non Consultant Hospital Doctors (NCHDs) must be assessed prior to being offered any Senior House Officer (SHO) or registrar role. In the case of NCHDs recruited by the Postgraduate Medical Training Bodies (PGMTB), those bodies conduct recruitment and selection on behalf of the HSE.

NCHDs may be employed in:

1. Posts recognised for national specialist training – interns, streamlined training, Basic Specialist training (BST) and Higher Specialist training (HST). These posts are recruited centrally by the HSE National Recruitment Service (NRS) for interns and the PGMTB for others.
2. Posts included in the International Medical Graduate Training Initiative (IMGTI) – SHO and registrar posts which are filled by international trainees, on specific training programmes aligned to the health service requirements of their home country, and are recruited by the PGMTB.
3. Posts not recognised for training by the Irish Training Bodies – SHO and registrar posts. These posts are recruited locally by each clinical site(s).

Locally recruited posts

Locally recruited doctors are employed at SHO or registrar level, and hold either 6 or 12 month contracts, with a small number of permanent posts resulting from Contracts of Indefinite Duration (CID). As the posts are not recognised by the PGMTB for training, the doctors employed in them are not eligible for the trainee specialist division, and are most commonly registered on the general division of the Medical Council register.

Recruitment of NCHDs

1. Compliance and Standards

Obligations

When recruiting each employer should comply with the following:

1. The relevant Code of Practice issued by the CPSA, <http://www.cpsa.ie/en/codes-of-practice/> and terms and conditions of the HSE's recruitment license – issued to it by the CPSA, <https://www.hse.ie/eng/staff/jobs/recruitmentlicence/>
2. The need to maintain confidentiality during the recruitment process subject to the provisions of the Freedom of Information Act 2014 and any other provisions that have been clearly identified in the published documentation, <http://www.irishstatutebook.ie/>, Relevant legislation, including the Public Service Management (Recruitment and Appointments) Act 2004, Employment Equality Acts 1998 and 2004, Disability Act 2005, Official Languages Act 2003, Data Protection Acts and Freedom of Information Acts and GDPR 2018. <http://www.irishstatutebook.ie/>

3. Circulars issued by National HR, in particular:

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-012-2018-re-garda-vetting-requirements.html>

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-030-2020-changes-to-employment-permits-for-nchds.pdf>

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-063-2020-english-language-requirements-for-nchds.pdf>

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-035-2021-nchd-recruitment-and-references.pdf>

<https://www.hse.ie/eng/staff/resources/hr-circulars/hr-circular-041-2021-introduction-of-a-2-year-hse-general-employment-permit-for-nchds.html>

2. The recruitment process

Advertising and marketing of posts

All appointments should be supported by clear marketing / advertisements designed to target an appropriate field of candidates. Posts can be advertised via the HSE website at <http://hse.ie/eng/staff/Jobs> or other employer websites/job boards.

Where the hospital / agencies has received unsolicited CVs or job applications it should not make any appointment till after the position has been publically advertised such as on the HSE website, www.hse.ie. Where the hospital / agency has decided to source NCHDs from an agency, the agency must comply with the agreed terms in the HSE/Recruitment Agency Service Level Agreement.

For Applicants

Applicants should receive a confidential service that is professional, courteous and considerate, friendly and helpful, and provides:

1. Detailed information on vacancies and the recruitment and selection process,
2. Timely acknowledgement and response to queries,
3. Reasonable notice for all appointments,
4. Provision of specific requirements for candidates with disabilities,
5. A document describing the key duties and functions of the post (e.g. standard duties),
6. Information on the specific criteria the NCHD must fulfil to be appointed,
7. Feedback after the interview (on request) if unsuccessful.

Eligibility and Shortlisting

Applications must be subject to an eligibility and shortlisting process based on a set of pre-defined criteria. An eligibility sift is based on the eligibility criteria for the role being demonstrated and fulfilled by the applicant. Only those deemed eligible and shortlisted should be invited for interview. A sample eligibility and shortlisting template is attached. Shortlisting must be on the basis of an initial assessment of qualifications and experience for the particular role and grade. Criteria used must be consistently applied to all applicants – assessment should be against these criteria only.

Members of the interview panel must ensure that reasons for not shortlisting candidates are recorded as feedback may be required to be given. All applicants, whether eligible or not, whether short listed or not, should be given written rationale for the decision on their application if this is requested.

Assessment

Each NCHD shortlisted must be formally assessed to include at least a structured interview, and that assessment formally documented and retained. Interview boards should have at least two members and include a Consultant in the relevant specialty as well as a HR representative to ensure the process is carried out in a standardised manner. During the interview process, the NCHD must provide evidence of identification.

Interviews should be conducted in person or virtually using video conferencing facilities. Telephone interviews are not permitted.

Decisions taken throughout the assessment/interview process should be based on the qualifications, attributes and skills necessary to undertake the duties and fulfil the responsibilities of the post to the required standard. Any candidate who satisfies the assessment standard at SHO or Registrar level, must demonstrate in the interview the necessary knowledge and skills to carry out the role. All assessment decisions must be made based on the evidence supplied by the candidate during the interview. NCHDs who meet the required standard for the post should be placed in order of merit subject to work permit rules and other regulatory requirements and considered for appointment in that order. **Where a candidate fails to meet the required standard in any of the designated criteria they must be deemed unappointable and must not be panelled. It is essential for patient safety that the highest appropriate standards are maintained by the assessment panel.**

In no circumstances should NCHDs who have not been assessed in line with this guidance take up employment or be presented to the public as a doctor appropriate to take clinical decisions.

Initial clinical assessment at interview

Noting the limitations and time constraints of an interview, all efforts must be made to assess a candidate's clinical experience and knowledge for the role. Specific questions must be asked around ability to perform practical procedures appropriate to either the SHO or registrar grade. An initial assessment of medical competence must be made regarding the answers given. Clinical scenarios appropriate to the post must be posed to all candidates. It is advisable that pre-defined questions and "ideal" answers or key indicators are prepared pre selection process, so as to ensure a common standard in interviews and to expedite the post interview assessment of candidates. Please see attached interview guide template for the preparation of interview content. Detailed guidance is also available via the general recruitment and selection toolkit on HSELAND.

Prior to offer of post

A comparison of the candidates self-reported level of clinical skill should be made against their responses to the clinical scenarios posed to them. This must be then validated against references taken following assessment by the Consultant/hiring manager.

The employer must take up written references directly from the referees. The HSE, as an employer, reserves the right to seek both written and verbal references for applicants directly from current and previous employers, educational institutions or any other organisations with which the applicant has been associated.

At least two written references must be obtained directly by the Hospital / CHO for each NCHD appointed.

- At least one of the two references must be from the current/most recent supervising consultant/employer, preferably a HSE employer.
- References may be obtained from educational institutions if the NCHD has not undertaken a clinical internship during their Basic Medical Training. Please note that if the post requires certain clinical skills, those responsible for recruitment must be satisfied that a candidate possesses and has experience in those clinical skills required, prior to any offer of employment being made. This is to ensure patient safety.
- Written references should be taken on a standardised NCHD reference form

References submitted with applications should not be considered. Only references sourced independently by the hiring consultant/manager/ HR may be considered.

Offering a Post

DIME

When an offer is accepted, the NCHD must be matched to a post on DIME (Doctors Integrated Management E-System). This will allow the HR department to view the NCHD's NER account. The use of the DIME is a mandatory requirement for all employers of NCHD as it is only way to accurately track all publically funded posts an NCHD has held in Ireland. DIME also provides a means of assessing the qualifications and experience of NCHDs who have previously worked in the Irish public health system into the future. Employers must be cognisant of this resource and cross check employment history against the DIME record.

English language Requirements

The English language requirements for NCHDs are universally applicable. There is no distinction between doctors on training schemes, doctors not on training schemes, intern or any other category or grouping.

In this context, all NCHDs taking up employment with the HSE and section 38 organisations who were not registered with the Irish Medical Council in any of the divisions of the Register of Medical Practitioners prior to 1st January 2015, or who did not complete the entirety of their under-graduate medical training in the Republic of Ireland, are required to provide evidence under one of the following categories:

1. **Category 1.** Doctors who completed their Medical degree in English from any of the following countries: Australia, Canada, New Zealand, The United States of America or The United Kingdom must provide: A copy of their Medical Degree Certificate
2. **Category 2.** Doctors who completed: The Irish State Leaving Certificate examination or A Levels in the United Kingdom and a Medical Degree in English must provide all of the following: A copy of Irish Leaving Certificate/UK A-Level transcript results, a copy of their Medical Degree Certificate, confirmation from their University confirming their Medical degree was taught and examined solely in English.

- 3. Category 3.** Doctors who meet the English Language requirements by attaining certification via the recognized English Language Tests must submit a certificate of test results from either the International English Language Test System (IELTS) (Academic EXAM) or Occupational English Test (OET).

Please refer to the below for the minimum levels in each of the tests that are accepted by the HSE/public health service employers:

IELTS Academic Exam Minimum scores* Listening 6.5 Reading 6.5 Writing 6.5 Speaking 6.5 Overall 7.0

Or,

OET Minimum Grade* Listening B Reading B Writing B Speaking B Overall B

*IELTS or OET results from online tests that meet the minimum levels outlined above are accepted

Employment Permits

1. Multi-site employment permit

DBEI has agreed that employment permits will be facilitated on a multi-site basis for all NCHDs where this is applied for by employers. This would mean where an NCHD rotates between employers they may be granted one employment permit for a defined period and this single permit will cover all of their rotations. The permit must be applied for on the first rotation of the training year or training programme i.e. usually by the first employer at the July changeover

2. Eligibility for both General Employment Permits and Critical Skills Employment Permits

There are two types of employment permits available for NCHDs. These are a General Employment Permit (GEP) and a Critical Skills Permit (CSEP). A general employment permit (GEP) is typically granted for NCHDs as an offer of employment for two years is not required. A 2 year multi-site GEP is applicable to NCHDs with an contract length/offer of employment of less than 2 years in duration (typically NCHDs not on a formal training programme).

A critical skills permit may be granted to an NCHD where an employer is offering employment for two years. Either permit can now be issued on a multi-site basis if required, subject to relevant conditions attached to both permits being met. CSEPs are already available to other healthcare professionals such as nurses and this change brings NCHDs in line with these staff categories.

Employers must be cognisant of the following when applying for a CSEP: a) That an NCHD is on a training programme the duration of which is at least two years and/or a vacancy exists for the duration of the permit, and b) The post will not be required to be used as part of a training scheme during the time it is occupied by a doctor on a CSEP who is not on a training scheme, including that the post will not be required for GP training.

Garda Vetting and Occupational Health Clearance

HR must ensure Garda Vetting and satisfactory Occupational Health clearance, including Exposure Prone Procedure (EPP) clearance (if required) is in place. If this is not available from the NER account, then the

Doctor will be required to complete these documents. Garda vetting is a legal requirement. If an NCHD has resided overseas, police clearance is also required.

Documentation required for appointment

Clinical sites and NCHDs have access to the National Employment Record (NER) which allows NCHDs and employers to upload and maintain employment documentation, personal details, training certificates and other documentation.

Employers should use a checklist to track receipt of appropriate documentation and should place the checklist on the HR file. This is available at appendix 5 – NCHD recruitment file checklist.

Documents available on DIME

NCHDs are advised to open an NER portal and to upload the following documents. Employers should use the checklist below or the DIME NER reports to assess compliance with these documents:

Document Type	On NER? Please Tick
NER Hire Form	
CV	
Evidence of medical work experience outside Ireland	
Garda Clearance/Police Clearance	
Occupational Health Certification status	
Exposure Prone Procedure Certification status	
Work Permit	
Scanned Passport	
Birth Certificate	
Garda National Immigration Bureau documentation	
English language requirements documentation	
BLS/ACLS/APLS	
Evidence of compliance with Hand Hygiene	
Evidence of compliance with Manual Handling	
Fire Training Certification	
Radiation Protection Certification (if applicable)	
Haemovigilance Training Certification (if applicable)	
Childrens First training	

Documentation required for NCHDs provided by an agency

Where the NCHD is not directly employed, subject to the National Agency Agreement the relevant clinical personnel, i.e. Consultant/Clinical Director, must assess the NCHD's skills, abilities and experience relating to the role prior to commencing work. The documentation in the SLA/Agency Agreement must be provided by the Recruitment Agency to the employer and reviewed by the Consultant/Clinical Director.

3. Ensuring a safe recruitment process

Minimising the risk associated with appointment of NCHDs

Noting the above, there remains a risk to the delivery of safe, high quality patient care arising from the appointment of NCHDs who have not previously worked in the Irish public health system or who have gaps in their employment record.

Taking this into account, employers must, as a minimum, meet the documentary requirements set out in the checklist above and in appendix 5 and resolve the following issues before any NCHD commences employment:

- 1) A full check of the IMC Register must be performed in order that it is clear whether or not there are any restrictions on the doctor's registration. Where there are restrictions on registration the supervising consultant must be made aware of this and robust system of ongoing risk assessment and governance must be put in place.
- 2) Written evidence of all previous employment settings within the past four years including public sector, private sector, agency and work as an agency doctor (independent contractor)
- 3) A cross-check of positions on CV/application form against DIME
- 4) Confirmation by way of references, forms completed by previous employers and declaration / contract completed by the NCHD that they are not currently subject to investigation or sanction of any kind relating to performance as a doctor.
- 5) Seeking at least one reference from the current/most recent employing consultant, and a minimum of two written satisfactory references. Additional references, including verbal references, may be sought if required.

There are additional requirements to employing NCHDs new to the Irish Healthcare System,

These are:

1. The interview panel and supervising consultant(s) must familiarize themselves with HR Circulars on NCHD Recruitment.
2. NCHDs should familiarize themselves with the Medical Council's safe start programme.
3. Consideration should be given to additional clinical supervision of these NCHDs in the early weeks of their employment.
4. NCHDs must be made aware of CPD SS.

Appendix 1 Reference Template

Applicant's Name:

For the role of:

Competition Reference number:

(i) How long have you known the applicant and in what capacity?

From.....To.....

- | | |
|----------------------------------|--------------------------------|
| Consultant- immediate supervisor | <input type="checkbox"/> |
| Educational Supervisor | <input type="checkbox"/> |
| Clinical Director | <input type="checkbox"/> |
| Other (please specify) | <input type="checkbox"/> |

(ii) What was the applicant's job title:

(iii) Dates of employment:

Please rate the applicant's performance in the following areas, *by reference to the grade at which the applicant was employed*:

(Please tick)

1) Knowledge/Experience

- | | |
|---|--------------------------|
| a. Very able, comprehensive knowledge of speciality | <input type="checkbox"/> |
| b. Good all round medical knowledge | <input type="checkbox"/> |
| c. Key areas of medicine well known but not details of the speciality | <input type="checkbox"/> |
| d. Some gaps in knowledge | <input type="checkbox"/> |
| e. Unsatisfactory- Large areas of inexperience | <input type="checkbox"/> |

Comments:

2) Technical Skills

- | | |
|--|--------------------------|
| a. Able and highly skilled with relevant/required practical procedures | <input type="checkbox"/> |
| b. Satisfactory - capable with most practical procedures | <input type="checkbox"/> |
| c. Satisfactory - Some gaps in performance of procedures | <input type="checkbox"/> |
| d. Significant area of concern- Poor practically | <input type="checkbox"/> |

Comments:

3) Attitude to patients and family

- a. Usually very thoughtful and caring
- b. Generally satisfactory
- c. Satisfactory but occasionally failing to think of their needs
- d. Unsatisfactory

Comments:

4) Relationships with other staff

- a. Generally gets on well with most people
- b. Professional in dealing with others
- c. Only occasionally conflicts with other colleagues
- d. Substantial area of concern - upsets others/does not work as one of a team

Comments:

5) Response to stress

- a. Unsatisfactory - Exhibits uncertainty in stressful situations/uncertainty in referral
- b. Manages patients well and calmly seeks advice regarding problems promptly and appropriately having thought them through
- c. Sometimes uncertain when to discuss potential problems with senior colleagues
- d. Unsatisfactory

Comments:

6) Note keeping

- a. Unsatisfactory - Inconsistent or poor note keeping
- b. Exemplary Always keeps clear, concise problem-orientated notes
- c. Satisfactory -Usually keeps well prepared problem-orientated notes

7) Organisational Skills

- a. Effective
- b. Satisfactory
- c. Significant area of concern

8) Audit

- a. Participates actively in audit
- b. Satisfactory Participation
- c. Unsure as there were service pressures so cannot assess
- d. Will participate but did not demonstrate motivation
- e. Unsatisfactory participation

9) Communication Skills

- a. Excellent written and verbal communication
- b. Satisfactory
- c. Satisfactory although there were some gaps in understanding
- d. Unsatisfactory- Difficulties in communications (written or) verbal

10) Sickness Absence: Did you have any cause for concern about the applicant’s level of sickness absences – this? (Can be completed by Medical HR or referee)

Yes No

If yes please specify:

.....
.....

11) Is the applicant currently subject to any work performance or active disciplinary investigations or procedures, formal or otherwise during their time with you (including proceedings instigated by the IMC/ anybody governing medical professionals)? (Can be completed by Medical HR or referee)

Yes No

If yes please describe:

.....

12) Would you:

- Re-employ the applicant Yes No
- recommend him/her to another employer Yes No
- recommend him/her to _____ Hospital/CHO, for this post Yes No

13) General Comments:

.....
.....

Signed:

Print Name:

Title:

Contact details:

Date:

Official Stamp:

Appendix 2 Shortlisting Template

SHORTLISTING:

POSITION :

REFERENCE:

Applicant no.	Name of Applicant	Qualifications	Experience	Short-listed Y/N?	Rationale for not shortlisting (if applicable)
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

Appendix 3 Eligibility Sheet

Under Section 22 of the Health Act, the HSE has responsibility for setting and approving qualifications for appointments to HSE posts. Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register. For further clarification please visit [The Medical Council of Ireland](#)

ELIGIBILITY:

POSITION :

REFERENCE:

Applicant no.	Name of Applicant	Registration with IMC	Permission to Work in Ireland
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Appendix 4 Sample Questions

Sample Questions

These questions are to be used in interview. The clinical knowledge and practical skills questions must be asked and answered satisfactorily before appointing any NCHD to a clinical role. Good questioning skills are key to effective interviewing regardless of the format/type of interview being used. The way in which questions are asked can have a huge influence on the quality of the information gained from the candidate. Effective questions will obtain the information required and motivate the candidate to talk freely. The following guidelines highlight the type of questions that should be asked and those that should be avoided in order to achieve this aim.

The type of questions asked during the core part of the interview will depend on the format being used but will generally explore the candidates key experiences or achievements in relation to the areas required for the job and/or look at their ability to meet the key challenges of the role.

It may also be appropriate to question the candidate in a way that ascertains their knowledge / understanding in a particular area(s) of professional knowledge. However, it is important to remember that information/ evidence from throughout the interview should be used when scoring the candidate on each area.

Mandatory questions

The key objective is to gain as rounded a picture of the candidate as possible by seeking evidence from his/her past experience/knowledge that demonstrates an ability to meet the knowledge and practical experience requirements of the role.

Clinical Knowledge and Expertise	Describe a difficult clinical scenario you have been involved in. How did you contribute? Describe the most challenging case you have been involved in recently. How did you contribute to the management of the case? Describe a situation where management of a patient did not go as planned. What happened and what did you learn? And <i>Ask a range of questions about particular clinical scenarios relevant to the specialty.</i>
Practical Skills	Tell us about other practical skills you have performed associated with the role

Please also choose a selection of other questions below that are relevant to the role/grade

Communication Skills	<p>Describe a situation where your communication skills had a positive effect upon patient care.</p> <p>How do you know that you are a good communicator?</p> <p>How would you like to develop your skills further?</p> <p>Give an example of how your communication skills have enabled you to develop effective relationships with your colleagues.</p> <p>Describe a time when you found it difficult to communicate with a colleague or patient. What did you do and how did you feel?</p>
Problem Solving and Decision Making	<p>Describe a difficult problem you have faced at work. How did you contribute to the solution?</p> <p>Give an example of a difficult decision you have made recently. How did you decide what to do?</p> <p>Describe a time when you felt that you made the wrong decision. How did you feel and what has happened as a result?</p> <p>What is your strategy dealing with difficult problems at work?</p> <p>Do you always know the right thing to do in any given situation?</p>
Managing Others and Team Involvement	<p>Describe a time when you have led a team successfully.</p> <p>Describe a time when you have supported a colleague with a work related issue.</p> <p>Outline a situation where you have had to motivate work colleagues to do something that they did not agree with.</p> <p>What attributes do you have that will help in a leadership role?</p> <p>Describe a situation demonstrating that you are developing leadership qualities.</p> <p>Describe a situation demonstrating that you are beginning to develop your management skills.</p>
Empathy and Sensitivity	<p>Why is it important for doctors to demonstrate empathy and sensitivity?</p> <p>Describe a situation where your sensitivity to a patient's perspective altered the way that you managed their care?</p> <p>Describe a situation where you have demonstrated sensitivity or empathy towards one of your colleagues.</p> <p>Do you really need to show sensitivity and empathy to be a good doctor or are clinical skills and knowledge more important?</p>
Organisation and Planning	<p>How do you keep yourself organised at work?</p> <p>What strategies do you use to plan your work effectively?</p> <p>How do you cope when unexpected and unplanned work is added to your workload?</p> <p>What advice would you give to an Intern on their first day, about being organised at work?</p> <p>How have your planning skills had a positive impact upon those around you?</p>
Vigilance and Situational Awareness	<p>Describe an example of when your awareness of a developing situation at work, enabled you to avoid a problem or difficulty.</p> <p>What impact has clinical governance had on your work to date?</p> <p>Why is vigilance an important attribute to have for this specialty?</p>

	Describe a situation where you lacked awareness of a developing situation, resulting in difficulty for you, your colleagues, or a patient.
Coping with Pressure	<p>How do you cope with pressure?</p> <p>Describe a situation where you found yourself under conflicting pressures. What did you do to resolve them to the satisfaction of everyone involved?</p> <p>What do you do when you can no longer cope with the pressures of your workload?</p> <p>What strategies do you have in place to manage your workload and the pressure that you are under?</p> <p>How have you used your initiative to manage your work effectively, and reduce the pressure that you are under?</p>
Professional Integrity	<p>Give an example of a clinical scenario where you made a mistake. What did you do about it?</p> <p>What do you understand by the term 'professional integrity' and can you give an example where you have shown professional integrity at work?</p> <p>Why is it important for doctors to demonstrate integrity in all elements of their work?</p> <p>Is it ever justifiable to bend or break the rules at work? Have you ever done so?</p> <p>What would you do if a patient offered you €20 as a thank you for the care you provided?</p> <p>What would you do if you overheard a senior colleague making an inappropriate remark to a patient?</p>
Research Skills	<p>Why is research important?</p> <p>Describe your last audit.</p> <p>Is it important for all doctors to undertake research?</p> <p>Which is more important - research or teaching? Which do you prefer?</p> <p>Tell us about your publications.</p>

Adapted from NHS Oxford Deanery

Detailed guidance is also available via the general recruitment and selection toolkit on HSELAND.

Appendix 5

NCHD Recruitment File Check List

Competition Ref: _____ Contract Status: Fixed Term

Candidate Name: _____ Title: _____

Contract of Employment Site: _____

Start Date: _____ Date of Birth: _____

	Yes	No
Existing HSE Employee	<input type="checkbox"/>	<input type="checkbox"/>
Employee Set-Up Form – HR101 Form	<input type="checkbox"/>	<input type="checkbox"/>
ASC10 Employment Declaration Form	<input type="checkbox"/>	<input type="checkbox"/>
Declaration under Section 51 of the Public Service Pensions	<input type="checkbox"/>	<input type="checkbox"/>
NCHD contract:	<input type="checkbox"/>	<input type="checkbox"/>
Incremental Credit Calculation	<input type="checkbox"/>	<input type="checkbox"/>
Interview Recommendation/result	<input type="checkbox"/>	<input type="checkbox"/>
Application Form/CV	<input type="checkbox"/>	<input type="checkbox"/>
Offer letter	<input type="checkbox"/>	<input type="checkbox"/>
Approval Form A / B	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Registration with IMC	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Residency	<input type="checkbox"/>	<input type="checkbox"/>
English language requirements	<input type="checkbox"/>	<input type="checkbox"/>
Valid work permit (where appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Garda Vetting Clearance	<input type="checkbox"/>	<input type="checkbox"/>
Overseas Clearance (where required)	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of Occ. Health Clearance	<input type="checkbox"/>	<input type="checkbox"/>
Mandatory training requirements	<input type="checkbox"/>	<input type="checkbox"/>
Birth Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Passport	<input type="checkbox"/>	<input type="checkbox"/>
Reference 1	<input type="checkbox"/>	<input type="checkbox"/>
Reference 2	<input type="checkbox"/>	<input type="checkbox"/>

Comment _____

Signed : _____

Date: _____

Checked: _____

Date: _____