**Checklist for Medical Consultant Job Specifications**

Use this checklist to quality assure the job specification before you submit it to NRS.

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| **Checklist item** | **Tick once checked** |
| **Structure** |  |
| The content structure of the job specification matches the Medical Consultant Job Specification template. |  |
| All information is under the correct headings or sections in line with the Medical Consultant Job Spec template. |  |
| **Content** |  |
| The Job Title matches the LOA. |  |
| The correct Grade Code is included. |  |
| The purpose of the post and scope of the role reflect that approved in the CAAC Application Form and LOA. |  |
| The reporting lines match the Consultant Contract. |  |
| The Job Specification explains the level of control over the person’s own or others work |  |
| The Principal Duties & Responsibilities are not too broad, restrictive, task oriented or repetitive. |  |
| Group together similarly, themed or related items in the Principal Duties & Responsibilities section. |  |
| The eligibility criteria match the LOA, and [Consultant qualifications](https://www.hse.ie/eng/staff/jobs/eligibility-criteria/consultants.html)[.](https://www.hse.ie/eng/staff/jobs/eligibility-criteria/consultant-qualifications-nov-2020.pdf) |  |
| The content is accurate and up to date. |  |
| Contractual hours add up to 37 |  |
| There are no potentially discriminatory requirements in the Job Specification. |  |
| Overall, the final Job Specification reflects the recommended CAAC Application Form and LOA. Remember, substantive changes will mean it needs to be re-presented to CAAC through the Consultants Division. |  |
| **Sense Check the Content** |  |
| From the applicant’s points of view, is there anything else you would like to know about the job? |  |
| Content cannot be condensed further. |  |
| The Job Specification is coherent, makes sense, with good information flow.  Remember, if copying and pasting from other sources ensure the information flows well and makes sense. |  |
| The information in the job specification is consistent with no contradictory information |  |
| Ask someone outside your Unit, or external to the development of the job specification to read it to make sure it makes sense, and is easy to read and understand. |  |
| **Presentation** |  |
| The job specification looks professional with consistent formatting. For example, use of capital letters and bullet points. |  |
| Font Arial 10, black throughout and all red guidance prompts removed. |  |
| Check for spelling and grammar errors. |  |
| Check that there are no acronyms or abbreviations. Candidates external to the HSE may not understand them! |  |
| All areas of the job specification are complete. |  |
| **Final sign off** |  |
| All relevant stakeholders have been consulted on the content of the job specification. |  |
| An appropriately senior manager signs off the job specification. |  |