

**Health Service Executive – Dublin and North East Region**

**Job Specification, Terms and Conditions**

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| **Job Title, Grade, Grade Code** | Temporary Consultant Orthopaedic Surgeon – x 2 posts available from July |
| **Campaign Reference** | CH 70/25 |
| **Closing Date** | 23/05/2025 at 12 noon. |
| **Proposed Interview Date (s)** | Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | HSE Dublin North and East Region- Connolly Hospital, Blanchardstown |
| **Informal Enquiries** | Mr. Paddy Kenny, Consultant Orthopaedic Surgeon - paddykenny@rcsi.ie |
| **Details of Service** | The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare.  HSE Dublin and North East provides health and social care to North Dublin, Louth, Meath,  Monaghan and most areas of Cavan.  HSE Dublin and North East Region includes the following hospitals;  • Beaumont Hospital  • Cavan General Hospital  • Connolly Hospital  • Louth County Hospital  • National Orthopaedic Hospital Cappagh  • Monaghan General Hospital  • Mater Misericordiae University Hospital  • Our Ladys Hospital Navan  • Our Lady of Lourdes Hospital  • Rotunda Hospital |
| **Reporting Arrangements** | Reporting to the Clinical Director |
| **Purpose of the Post** | During the appointment the successful candidate will, under the supervision of the Consultant / Clinical Director / Employer, participate in and deliver a quality health care service.  Appointees will be required to actively engage in continuing professional education and development in accordance with organisational / professional requirements.  This campaign will run in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/. |
| **Principal Duties and Responsibilities** | 1. The annual Clinical Directorate Service Plan will detail how plans are to be implemented and will be assessed by reference to a series of performance monitoring arrangements. The Employee agrees to complete and submit their plan (ie the consultant-level component of the Clinical Directorate Service Plan) on an annual basis or as required contributing to the Clinical Directorate Service Plan. 2. The Clinical Directorate Service Plan will set out how regulatory and legislative compliance requirements will be achieved by the Employee and the team in which the Employee works for the time being. 3. Certain decision-making functions and commensurate responsibilities may be delegated to the Employee by the Employer. These will be documented in the Clinical Directorate Service Plan. 4. In addition to their normal duties, the Employee may be required to undertake other duties appropriate to their position as may be assigned to them, including deputising as appropriate. 5. The Employer is required to comply with Government policy in respect of the future provision of healthcare. The Employee is required to cooperate and engage proactively with the implementation of such policy including by cooperating with any changes in the organisation of healthcare services (and any consequential changes in reporting relationships), arising from such policy. Subject to the compliance by the Employer with its legal obligations, any significant changes in the organisation of healthcare services implemented by the Employer further to its compliance with Government policy will, prior to implementation, be the subject of consultation by the Employer through established consultation processes. 6. The Employee will have line management responsibilities for NCHDs on their team. 7. The Employee is required to work to the Employee’s job description which may be amended during the course of the Employee’s employment. The Employee’s obligations will include the following.    * + 1. To participate in the development of and undertake all duties and functions pertinent to the Employee’s specialty, as set out within the applicable Clinical Directorate Service Plan or alternative Plan for community-based services and in line with policies as specified by the Employer.        2. To discharge any statutory obligations attaching to any particular consultant role held (e.g. the clinical director role under the Mental Health Acts 2001 and 2018, or the medical officer of health role under the Health Acts 1947 to 2020).        3. To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.        4. To work within the framework of the hospital/agency’s service plan and/or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate structure or other arrangements as apply.        5. To be subject to the HSE’s Performance Achievement Policy which will be structured to take account of the particular needs of consultants and ensure regular review/appraisal of performance and individual needs for effective service delivery. The Clinical Director will be responsible for the implementation of the Performance Achievement Policy with the Employee.        6. To co-operate with individual and team-based performance review processes as outlined by the Employer, the focus of which will be on quality, patient safety and supporting individual and/or team performance.        7. To deliver a quantity and quality of care that is evidence-based and included in the Clinical Directorate Service Plan and appraised at performance meetings which is aimed at addressing patient care needs and supporting individual professional practice.        8. To carry out the duties of the post in such a way as to achieve high standards of clinical care, conduct and performance of work. In the event that the Employee fails to achieve these standards the Employer’s disciplinary procedure that (for the time being) applies to the Employee will be invoked.        9. To co-operate with the expeditious implementation of the Employer’s disciplinary procedure that (for the time being) applies to the Employee. Any update to the disciplinary policy will apply to the holder of this contract.        10. To lead in clinical programmes of work which include quality improvement, education, both intra and inter-disciplinary, promotion of excellence, and information technology.        11. To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director periodically. The Clinical Directorate Service Plan will be reviewed periodically at the request of the Employee or Clinical Director. The Employee may initially seek internal review of the determinations of the Clinical Director regarding the Clinical Directorate Service Plan as it relates to the Employee’s commitment.        12. To participate in the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed. The Employee will receive training and support to enable the Employee to participate fully in such structures.        13. To lead and manage the professional development of staff, including establishing and maintaining a positive team culture and enhancing staff engagement.        14. To lead and manage the performance of the consultant team in which the Employee works for the time being to ensure the standards expected by the Employee and the Employer are met.        15. To provide, as appropriate, clinical consultation in their area of designated expertise in respect of patients of other consultants at the request of such persons.        16. To ensure in consultation with the Clinical Director that appropriate senior clinical decision makers cover is available at all times having due regard to the Organisation of Working Time Act 1997.        17. To supervise and be responsible for diagnosis, treatment and care provided by NCHDs treating patients under the Employee’s care.   To participate as an obligation in selection processes for NCHDs and other staff as appropriate. The Employer will provide training as required. Where practicable the Employer will ensure that a consultant representative of the relevant speciality/sub-speciality is involved in the selection process.  ***The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Each candidate must on closing date for applications:**  No candidate will be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland.  **Professional Qualifications**  Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the speciality of geriatric medicine.  **Age**  Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.  **Health**  A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  Each candidate for and any person holding the office must be of good character. |
| **Post Specific Requirements/** **Skills/ Competencies** | • Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money  • Demonstrate ability to manage deadlines and effectively handle multiple tasks  • Demonstrate effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning  • Demonstrate awareness and appreciation of the service user  • Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members  • Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect.  **Technical & Professional Expertise**  Has a command over the technical/ professional skills and knowledge required within the job holder’s role and continues to upskill to maintain high professional standards and continuous professional development requirements.    **Patient Centred**  Demonstrates eagerness to understand patient needs.  Views the patient as central to the delivery of every day service through consistent understanding, tolerance, care support and empathy while promoting empowerment, independence and choice.    **Leadership and Management**  Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating RCSI Hospital Group services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.  **Building & Maintaining Relationships**  Builds and maintains relationships with a network of people. Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships.  Interacts with others in a manner that builds respects and fosters trust.  **Commitment to Quality & Risk Management**  The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them.   Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.  **Problem Solving & Decision Making**  Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.  **Attention of Detail**  Is thorough and precise when accomplishing a task showing concerns for all aspects of the job; developing detailed plans; accurately checking processes and tasks  **Communication & Interpersonal Skills**  Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action. |
| **Competition Specific Selection Process**  **Shortlisting / Interview** | Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the shortlisting stage of this process (where applied) will be called forward to interview. |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code Of Practice, Information For Candidates”.  Codes of Practice are published by the CPSA and are available on [www.hse.ie](http://www.hse.ie) in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
|  | The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  ***This Job Description is intended as a basic guide to the scope and responsibilities of the position and is subject to regular review and amendment. The role holder will be required to be flexible in this position and is expected to facilitate working additional hours on occasion, when requested.***  **HSE Dublin and North East Health Region is an Equal Opportunities Employer.** |

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy is a temporary full time post*.*  The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Remuneration** | The Salary scale for the post is : €231,215, €243,713, €256,906 ,€263,850, €270,793, €277,736  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Working Week** | The standard working week applying to the post is: 37 Hours  HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016). |
| **Annual Leave** | The annual leave associated with the post will be in line with HSE annual leave entitlements and will be outlined at job offer stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-1), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-2). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |

1. A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/> [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)