HSE National Job Specification

**Senior House Officer/ Registrar, Psychiatry**

**Job Specification & Terms and Conditions**

|  |  |
| --- | --- |
| **Job Title, Grade Code** | **Senior House Officer/ Registrar, Psychiatry**  **Mental Health Services (Adult Psychiatry including specialities and Child & Adolescent)**   * **Senior House Officer, Psychiatry** (Grade Code 1010 )   Oifigeach Tí Sinsearach, Síciatracht   * **Registrar, Psychiatry** (Grade Code 1535)   **Cláraitheoir, Síciatracht** |
| **Remuneration** | The salary scale for the post is:  The Department of Health Salary Scale (01/03/2025) for the post is:  **Senior House Officer**: €53,666 - €73,399  **Registrar**: €68,209 – €80,323  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. |
| **Campaign Reference** | **WNW006 NCHD July 2025** |
| **Closing Date** | Monday 5th May 2025 @ 5pm |
| **Proposed Interview Date (s)** | Proposed Interviews to be held as soon as possible after closing date  Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | The successful candidate will be required to commence duty on 14th July 2025 |
| **Location of Post** | Galway, Roscommon, Mayo  Gallimh, Ros Comáin, Maigh Eo  There is currently fixed term whole-time vacancy available in Psychiatry  A panel may be formed as a result of this campaign for Senior House Officer, Psychiatry/ Registrar, Psychiatry from which current and future vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact  Medical Workforce Department Email: [MedicalManpower.CHO2@hse.ie](mailto:MedicalManpower.CHO2@hse.ie) |
| **Details of Service** | Post specific information will be provided to candidates at the ‘expression of interest’ stage of the recruitment process |
| **Reporting Relationship** | The NCHD’s reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director. The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required. |
| **Key Working Relationships** | The post holder will be part of a multi-disciplinary team working with nursing, social work, occupational therapy, psychology, dietician and admin colleagues. They will liaise regularly with medical colleagues in other specialities and work under close supervision of the Consultant Psychiatrist on the team |
| **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. |
| **Principal Duties and Responsibilities** | **The NCHD’s standard duties and responsibilities include, as directed by the Consultant / Clinical Director / Employer to, inter alia**:   * Participate as a member of a multi-disciplinary team in the provision of mental health services to patients accessing secondary mental health services; * Diagnose and treat patients; * Ensure that duties and functions are undertaken in a manner that prioritises the safety and wellbeing of patients; * Assess patients on admission and/or discharge as required and write detailed reports in the case notes; * Order and interpret diagnostic tests; * Initiate and monitor treatment; participate in the development of individual care plans in collaboration with the patient and other members of the multidisciplinary team * Communicate effectively with patients and clients; * Attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patients chart; follow through with actions arising from the clinic or ward round; * Represent the department / profession / team at meetings and conferences as appropriate * Further progress knowledge of diagnosis and management; * Participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data / information for same; * Co-operate with investigations, enquiries or audit relating to the provision of health services; * Maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council ‘Guide to Ethical Conduct and Behaviour’ (www.medicalcouncil.ie); * Seek advice and assistance from the Consultant / Clinical Director / Employer with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance; * Engage in technological developments as they apply to the patient and service administration * Cover for occasional unplanned absence of colleagues; * Perform other duties as required by the supervising Consultant / Clinical Director / Employer.   **Legislation / Policy / Procedures:**   * Co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation comply with statutory and regulatory requirements, agreed training principles where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc.); * Co-operate with such arrangements as are put into pace to verify the delivery of all contractual commitments; * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice; * Be aware of risk management issues, identify risks and take appropriate action. * Adhere to regulations stipulated by the Mental Health Commission   **Education and Training:**   * Attend at NCHD Induction; * Participate in mandatory and recommended educational and professional development programmes in accordance with organisational / professional requirements; * Maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development; * Make satisfactory progress in his / her training and development as per the requirements of the Irish College of Psychiatrists and/or other relevant Training Bodies * Engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department.   **Health & Safety:**   * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards; * Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice; * Work in a safe manner with due care and attention to the safety of self and others * Be aware of risk management issues, identify risks and take appropriate action; * Promote a culture that values diversity and respect.   **Administrative:**   * Ensure good working practice and adherence to standards of best practice; * Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services; * Assist the Consultant / Clinical Director / Employer in service development, including policy development and implementation; * Ensure the maintenance of accurate records in line with best clinical governance, the organisation’s requirements and the Freedom of Information Act, and provide reports and other information / statistics as required; * Engage in service audit and demonstrate the achievement of the service objectives; * Represent the department / profession / team at meetings and conferences as appropriate; * Keep up to date with change and developments within the Irish Health Service.  1. **Risk Management, Quality, Health & Safety**  * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the 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. Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.  1. **Education & Training**  * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.  1. **All Mental Health Jobs**  * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the [Framework](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) for any updates.   **The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | Candidates must possess, on the closing date:  **Education / Experience**  Candidates are not required to be registered\* in the Register of Medical Practitioners maintained by the Medical Council of Ireland during the application process but are strongly encouraged to apply for registration as soon as possible **as doctors who are not registered cannot take up appointment.**  All NCHDs taking up employment with the HSE who were not registered by the 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 of one of the following:  • IELTS (International English Language Testing System) certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains – reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to the date of it being submitted to the employer. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at www.ielts.org;  OR  • Completion of their medical degree in the any of the following countries – United Kingdom, Australia, Canada, New Zealand, or United States  There are no exemptions to the above requirements.  Before taking up the post: Each successful candidate must be registered in the Register of Medical Practitioners, maintained by the Medical Council of Ireland, in accordance with the Medical Practitioners Act 2007 by 11th July 2022 to take up appointment from that time.  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 maintained by  **For all Medical/Dental posts**  The Medical Council of Ireland or Irish Dental Council  \* Candidates with Irish Medical Council (IMC) registration or an IMC Acceptance Letter Reference Number at the closing date for applications will be prioritised for interview purposes.  Registration is the responsibility of the applicant. Please visit [www.medicalcouncil.ie](http://www.medicalcouncil.ie) for full details on registration.  **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** | * Registration with Irish Medical Council * At least one year’s post-graduation experience in psychiatry is preferable |
| **Other requirements specific to the post** | * Own transport essential & drivers licence as the post may require frequent travel * Participate in an on-call rota |
| **Skills, competencies and/or knowledge** | * Essential - Ability to undertake basic medical tasks including but not limited to phlebotomy, IV cannulation and ability to take and read an ECG * Sufficient command of the English language to effectively carry out the duties and responsibilities of the role. The HSE reserves the right to require appointees to undertake a test of English language competency at any point in their employment; * Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role; * Ability to apply knowledge to evidence based practice; * Effective team skills and leadership potential; * The ability to plan and deliver care in an effective and resourceful manner; * Ability to manage and develop self in a busy working environment; * Ability to effectively evaluate clinical information and make appropriate decisions; * Commitment to assuring high standards and strive for a person centred service; * Effective team skills; * Effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc. and good presentation skills; * Awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect; * Flexibility and openness to change; * Ability to utilise supervision effectively; * Willingness to develop IT skills relevant to the role. |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting 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 progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **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 CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to 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.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

**Senior House Officer, Psychiatry / Registrar, Psychiatry**

**Terms and Conditions of Employment**

|  |  |
| --- | --- |
| **Tenure** | The current vacancy available is temporary and whole time.  The post is pensionable. A panel may be created from which fixed term 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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **39** hours per week. Your normal weekly working hours are **39** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting 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. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **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-2), 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-3). * 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. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. A template SSSS and guidelines are available on [writing your site or service safety statement](https://healthservice.hse.ie/staff/health-and-safety/safety-statement/).

   2 Structures and processes for effective [incident management](https://www2.healthservice.hse.ie/organisation/qps-incident-management/incident-management/) and review of incidents. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)