HSE National Job Specification Template V.25

**Consultant Otolaryngologist**

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | **Consultant Otolaryngologist – Temporary Specified Purpose Contract**  **Otolaryngeolaí Comhairleach – Conradh Sealadach Cuspóir Sonraithe**  Title of Post: Consultant Otolaryngologist  Grade Code: 1058 | |
| **Remuneration** | The salary scale for the post is:  **€233,527 €246,150 €259,457 €266,489 €273501 €280,513**  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** | MRHTMP2520 | |
| **Closing Date** | Tuesday 7th October 2025 @ midday | |
| **Proposed Interview Date (s)** | Due to the urgency to fill this temporary/specified purpose position, the interviews will take place as soon as possible after the closing date | |
| **Taking up Appointment** | A start date will be indicated at job offer stage. | |
| **Location of Post** | There is currently 1 Temporary, Specified Purpose, Whole-Time vacancy available in Midlands Regional Hospital, Tullamore, Co Offaly R35 NY51  Tá folúntas Sealadach, Cuspóir Sonraithe, Lán-Aimseartha amháin ar fáil faoi láthair i  Ospidéal Réigiúnach Lár na Tíre Tulach Mhór, Bóthar Ardáin, Tulach Mhór, Contae Uíbh Fhailí, R35 NY51  A panel may be formed as a result of this campaign for **Consultant Otolaryngologist** from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. | |
| **Informal Enquiries** | We welcome enquiries about the role.  Mr. Leonard O'Keefe, Consultant Otolaryngologist , Midland Regional Hospital Tullamore, Email: [leonard.okeeffe@hse.ie](mailto:leonard.okeeffe@hse.ie)  Mr. Clifton Wijaya, Consultant Otolaryngologist, Midland Regional Hospital Tullamore, Email: [clifton.wijaya@hse.ie](mailto:clifton.wijaya@hse.ie)  Contact Ms Louisea Burke, General Manager, Midland Regional Hospital at Tullamore [Louisea.Burke@hse.ie](mailto:Louisea.Burke@hse.ie) for enquiries relating to the recruitment process.. | |
| **Details of Service** | The Midland Regional Hospital, Tullamore (MRHT) is a modern Model 3 hospital - the new hospital was opened in 2008. MRHT provides regional services in Orthopaedics, ENT, Haematology, Oncology and Renal Medicine including renal dialysis. Services are also provided in cardiology, gastroenterology, rheumatology, gerontology, general medicine and general surgery.  The hospital Emergency Department provides a regional trauma service on a 24 hour a day basis.  MRHT is the regional centre for ENT services, providing treatment to the catchment population of circa 300,000 in Laois, Offaly, Longford and Westmeath. During 2019 the ENT service dealt with 953 day case patients and provided a further 1561 inpatient episodes of care. The ENT Service provides OPD clinics, referrals through the Emergency Department and consults to their colleagues as required for inpatient care.  The MRHT mission is to provide our community with high quality, patient-focused healthcare services, by delivering care based on excellence in clinical practice, teaching and research, grounded in a culture of kindness, compassion and respect.  The core values which support the MRHT mission statement are:  **CARE:**  We will provide physical, emotional and spiritual care underpinned by a culture of patient focus.  **COMPASSION:**  We will treat all patients, family members and colleagues with dignity, empathy and respect.  **TRUST:**  We will respect and value the privacy and integrity of all our patients through understanding their individual needs.  **LEARNING:**  We will nurture and promote lifelong learning and continuous improvement to develop and retain a highly skilled workforce, encouraging them to fulfil their potential to deliver high quality care to all our patients.  Care is delivered in a variety of settings. New approaches and models of care to follow the care demands of the health service are being advanced within the context of overall healthcare reform, to include Sláintecare.  The service in Midland Regional Hospital at Tullamore is closely aligned to the national clinical programme’s Model of Care. Our Consultants engage with all national initiatives when needed. The service actively engages in all initiatives and changes, such as virtual clinics. |
| **Reporting Relationship** | The Consultant’s reporting relationship and accountability for the discharge of his/her contract is:   * + 1. to the Chief Executive Officer/General Manager/Master of the hospital (or other employing institution) through his/her Clinical Director[[1]](#footnote-2) (where such is in place). The Hospital Group Chief Executive Officer or Chief Officer, Community Health Organisation may require the Consultant to report to him/her from time to time.     2. Reporting relationship as per Consultant contract POCC23, which states that the "Consultant's reporting relationship and accountability for the discharge of his/her contract is to the Chief Executive Officer/General Manager/Master of the Hospital (or other employing institution) through his/her Clinical Director (where such is in place). | |
| **Key Working Relationships** | To work with the existing Consultants and all departments involved to provide a comprehensive ENT Surgical Service to the patient population served by MRH Tullamore   * All NCHDs employed for the specific provision ENT service in MRHT report to the Consultant. In addition, the Consultant Otolaryngologist will have clinical responsibility for the service provided by the Advanced Nurse Practitioners and Clinical Nurse Specialists in the department. * The post holder will engage with a wide variety of staff that are involved in the delivery of the Otolaryngology service including General Practitioners, and Community Services and within the hospital service; * Surgical Peri-Operative Clinical Director * Clinical colleagues within the ENT department * Clinical Lead for Otolaryngology * Inter-Disciplinary Teams within the hospital | |
| **Purpose of the Post** | The successful candidate will be expected to fully participate in the delivery of Otolaryngology Surgery for the population served by Midland Regional Hospital at Tullamore, to include  •Inpatient care  •Ward rounds  •Out-patient clinics  •Theatre commitment  •Case conferences  •Participation in the on-call rota and cross cover arrangements | |
| **Principal Duties and Responsibilities** | **Operational, strategic, developmental, clinical, administrative and other duties that will apply to the post:**  **Specific Responsibilities**  •To be responsible for the care and treatment of all patients under his/her charge and to maintain clinical autonomy relating to the management and care of individual patients.  •To collaborate and work closely with the patient, his/her family, the multidisciplinary team, managerial/administrative staff and external agencies to facilitate continuity of care, discharge planning and specific care requirements  •To provide, as appropriate, consultation in respect of inpatients and outpatients as requested.  •To facilitate co-ordination, co-operation and liaison across health care settings, strengthen the interface between different locations of care and develop the concept of collaborative care planning in conjunction with other professionals.  •Together with colleagues who have similar appointments in Otolaryngology Surgery, initiate a leadership role in shaping hospital policy with regard to the management and treatment of patients, best practice and accreditation.  •To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant’s care  •To support the implementation of standards which provide safe quality care, timely diagnosis and focussed treatment in line with prescribed treatment protocols and international best practice.  **Teaching and Research**  •To participate in teaching, including undergraduate and postgraduate teaching and conference commitments of the department and of the Hospital for medical, nursing and other staff.  •Maintain a programme of continuing medical education applicable to the responsibilities of the post in accordance with the requirements of the Medical Practitioners Act, 2007  •Develop and collaborate clinical, laboratory or other research as appropriate to the specialty on a local,regional and national basis.  **Management & Administration**  •To participate in the operation of the Clinical Directorate structure and any such management or representative structures as are in place or being developed.  •To participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform planning and management of service delivery.  •To collaborate with Hospital Management, Directors of Nursing, Medical and Surgical Staff of the hospital in all matters pertaining to the general efficiency of the hospital.  **Audit**  •Plan, develop and maintain responsibility for clinical audit programmes within the speciality in conjunction with consultant colleagues and in accordance with the Hospital’s clinical governance structure.  •To facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures  **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.   **Education & Training**   * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   **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** | **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 specialty of otolaryngology.  **Entry to competition / recruitment process and subsequent appointment**  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.  The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant.  Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.  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 The Medical Council of Ireland.  **Health**  A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.  **Character**  A candidate for and any person holding the post must be of good character. | |
| **Other requirements specific to the post** | The successful candidate must be available to respond readily to clinical and service needs at MRHT, requiring the Consultant to reside convenient to the hospital. | |
| **Additional eligibility requirements:** | **Citizenship Requirements**  Eligible candidates must be:   1. EEA, Swiss, or British citizens   **OR**   1. Non-European Economic Area citizens with permission to reside and work in the State   Read Appendix 2 of the Additional Campaign Information for further information on accepted Stamps for Non-EEA citizens resident in the State, including those with refugee status.   1. Suitably qualified, non-resident non-EEA citizens.   The HSE welcomes applications from suitably qualified, non-resident, non-EEA citizens and will support successful candidates in their application for a Work Permit, as applicable.  Read more about [Department of Enterprise, Trade & Employment Work Permits](https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/). | |
| **Skills, competencies and/or knowledge** | **Clinical Competence – Delivering Clinical Expertise**  *(incorporating clinical knowledge & skills, clinical experience, Continuous Practitioner Development)*   * Possesses a detailed knowledge and understanding of the relevant specialist domain * Has a clear understanding of the clinical challenges facing relevant population groups * Demonstrates leadership skills to enhance patient care and safety * Applies knowledge effectively to make clear and proactive decisions * Anticipates rather than reacts; maintains knowledge of current research and practice * Recognises and respond to the complexity, uncertainty and ambiguity inherent in medical practice * Has track record of doing things thoroughly in challenging cases / complex referrals * Adopts a patient-centred approach to understanding patient needs and delivering their care * Makes a clear and decisive contribution within the multi-disciplinary team * Regularly engages in further education to develop self and practice   **Organisational Competence – Leading & Governance**  *(Incorporating clinical leadership & accountability, clinical service planning)*   * Sees self as accountable for relevant issues related to clinical outcomes, patient safety, risk, quality, stewardship of resources and change management * Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity * Recognises respective areas of accountability of the CEO, General Manger / Service lead and others * Efficient and organised; employs effective processes to manage and prioritise workload * Open and honest; willing to admit mistakes and learns from experiences * Is aware of resources available and manages these appropriately to ensure the delivery of safe and efficient services * Contributes to the development of business and service plans to achieve service goals * Reviews and monitors service provision * Adequately identifies, assesses, manages and monitors risk within their area of responsibility   **Interpersonal Competence – Engaging Staff, Patients & Family**  *(Incorporating communication & listening skills, dealing with emotional situations, teamwork & collaboration, motivating and supporting others)*   * Listens attentively and accurately to others and tailors his/her communication to suit the individual and the situation (oral and written) * Encourages people to collaborate towards a common goal or vision * Helps people to identify and develop their strengths, supports people when things go wrong * Demonstrates self-awareness; understands own limitations * Manages own emotions and is resilient, remains calm under pressure * Adopts an inclusive, collaborative approach / understands and respects others’ roles within the wider multi-disciplinary team / treats people with respect at all times * Sees self as a team member; is willing to take as well as give direction / works within teams to deliver and improve services * Effectively influences and persuades others   **Future Focused Competence – Improving Future Care**  *(Improving healthcare quality, Teaching & Research)*   * Identifies the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment * Encourages improvement and innovation, creating a climate of continuous service improvement. * Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement * Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession * Measures and evaluates outcomes taking corrective action where necessary and is accountable for decisions * Contributes to an ongoing process to improve health in the community / population s/he serves, with a strong appreciation of the service user * Shares learning with colleagues via formal and informal methods (thinking aloud) * Makes time to coach and support others; shows empathy for the concerns of learners, promotes a safe learning environment | |
| **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. | | |

**Consultant Otolaryngologist – Temporary Specified Purpose Contract**

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is a Specific Purpose, Temporary and Whole Time.  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. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37** hours per week. Your normal weekly working hours are **37** 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.  All Mandated Persons under the Children First Act 2015, within the HSE, are appointed as Designated Officers under the Protections for Persons Reporting Child Abuse Act, 1998.  Mandated Persons such as line managers, doctors, nurses, physiotherapists, occupational therapists, speech and language therapists, social workers, social care workers, and emergency technicians have additional responsibilities.  You should check if you are a [Mandated Person](hhttps://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/) 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[[2]](#footnote-3), 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[[3]](#footnote-4). * 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** | Delete the section below; if the salary is less than the minimum grade viii salary point. Check the most recent [HSE Pay scales](https://healthservice.hse.ie/staff/pay/pay-scales/)  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. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)
3. [↑](#footnote-ref-4)