*Due to emails being stopped by our security system and to ensure your application does not get quarantined, please include the Campaign Reference Number and the Campaign Name on the subject line of the email when submitting applications*

**APPLICATION FORM**

**NFMHSPSC01 Psychologist Senior Clinical**

**National Forensic Mental Health Service**

* Please read the Job Specification which provides useful information about the requirements of this role.
* Please ensure you download, read and fully understand the ‘Additional Campaign Information’ document specific to this campaign that is available on <http://www.hse.ie/eng/staff/jobs/job_search/>.
* Please ensure you read the instructions for the completion of this Application Form and complete all areas, including the eligibility criteria section, in full. Failure to complete all areas of the Application Form will result in you not being brought forward to the interview stage of the selection process.
* You must submit your application form via email only and we will accept the application form unsigned. You will be required to sign the General Declaration at a later date.
* Candidates should note that there can be a time delay in receiving email applications. We recommend that applicants wishing to return an application by email should allow a minimum of 1 hour for their application to arrive by **12.00 noon on 14/07/2025.**
* Applications **will not** be accepted after this date and time; no exceptions will be made.
* To ensure that you do not miss out on any email communication it is highly recommended that you check your spam and junk folder on a regular basis. In addition to reduce the possibility of emails from the HR team being directed to spam we recommend that you add the HSE web domain to your WHITELIST. Pleases see the additional campaign information document for more information.
* It is preferable that Application Forms are typed.
* **As we are only accepting applications by email applications must be submitted in a Microsoft Word format only**. Applications stored on personal online storage sites, e.g. Onedrive, Cloud, Dropbox, Google Drive etc will not be accepted. Applications submitted in other file formats e.g. Google Docs will not be accepted. Please pay particular attention to ensure that your application is attached as an attachment (not a link to an online storage site e.g. Google Drive) when emailing your application. **In order to ensure that your email is not quarantined your email attachments should not exceed a 3mb limit. If you are required to submit supporting documentation with your application form which exceeds 3mb you must reduce the size of the documentation by compressing (zip) the documents otherwise your email may not be received by the closing date of the campaign.**
* In relation to details of employment, if the space provided is insufficient, please attach additional pages ensuring to use the same format.
* 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 Codes of Practice are available on the CPSA website [www.cpsa.ie](http://www.cpsa.ie/). Further information is also available in the Additional Campaign Information document.
* The Health Service Executive is an Equal Opportunities Employer.
* The Health Service Executive recognises its responsibilities under the Data Protection Acts 1988 to 2018 and the Freedom of Information Act 2014.

|  |  |  |  |
| --- | --- | --- | --- |
| **Closing Date & Time** | Monday 14th July 2025 @ 12.00 | | |
| **Return Application Forms To** | [**recruitment.nfmhs@hse.ie**](mailto:recruitment.nfmhs@hse.ie) using the subject line NFMHSPSC01 Psychologist Senior Clinical  **Please note that you must submit your application form via email only.**  Email applications will receive a response within 2 working days, which will let you know that we received your email. **If you have not received an email response within 5 working days, we highly recommend that you contact the NFMHS HR via email to** [**recruitment.nfmhs@hse.ie**](mailto:recruitment.nfmhs@hse.ie) **to verify that your email has been received.** | | |
| **Anticipated Interview Date(s)** | Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice. | | |
| **APPLICATION DETAILS** | |  |

|  |  |
| --- | --- |
| Position Applied For: | **Psychologist Senior Clinical** |
| Campaign Reference No.: | **NFMHSPSC01** |
| **Personal Details** |  |
|  |  |
| First Name: |  |
| Last Name: |  |
|  |  |
| Postal Address for Correspondence: |  |
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| --- | --- |
| Mobile Telephone **(mandatory)**: |  |
| Contact Telephone No. 2: |  |

|  |  |
| --- | --- |
| Email Address **(mandatory)**:  (You may provide more than one) |  |

**European Economic Area (EEA)**

|  |  |
| --- | --- |
| **Please select one of the following:** | **** |
| I am an EEA National |  |
| I am a British National |  |
| I am a Swiss National |  |
| I am a Non-EEA National |  |

**If you are a non-EEA citizen you must provide the requested documentation to support your application**. Please see Appendix 2 of the ‘Additional Campaign Information’ document for further information and for a definition of an EEA National.

In order to help us gauge the efficiency of our advertising strategy for this campaign, we would appreciate if you indicated below where you saw the campaign advertised. *+*

|  |  |
| --- | --- |
| HSE Website |  |
| Word of mouth – my manager/colleague |  |
| Public Jobs |  |
| Irishjobs.ie |  |
| Jobs.ie |  |
| LinkedIn |  |
| Indeed |  |
| Other – please say which |  |

*+ More than one indication is allowed.*

1. **Current Contractual Status**
2. **I am directly employed by the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

**Yes**  **No**

If you answered Yes to the above question, please choose the option below which best matches your current contractual status:

**I have a permanent contract**

**Or**

**I have a temporary contract**

1. **I am employed by a Recruitment Agency and am currently placed in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

**Yes**  **No**

**If you are employed by a Recruitment Agency and are currently placed in the HSE, TUSLA, please tick the HSE / TUSLA Area in which you work:**

|  |  |  |  |
| --- | --- | --- | --- |
| Dublin Mid Leinster |  | South |  |
| Dublin North East |  | West |  |

1. **I do not currently work in the HSE, TUSLA, other statutory health agencies\*, or a body which provides services on behalf of the HSE under Section 38 of the Health Act 2004**

**Yes**  **No**

\* A list of ‘other statutory health agencies’ can be found:

<https://www.gov.ie/en/organisation-information/9c9c03-bodies-under-the-aegis-of-the-department-of-health/?referrer=http://www.health.gov.ie/about-us/agencies-health-bodies/>

**QUALIFICATIONS & ELIGIBILITY CRITERIA**

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| **Category A: If you are an applicant who qualified through the in-service route (“grandfathering”) prior to 25th October 2002 please complete this section. Applicants completing this section must have been employed in a post of Basic Grade Psychologist or above in the Irish Public Health Service to whom the qualification requirements for Psychologist – Community Care or Clinical in place at the 25th October, 2002 apply.** | | | | | | | | | | | | | |
| Year of Award (DD/MM/YY) | | | College / Educational Institution | | | | | | Course Title | | | | Award |
|  | | |  | | | | | |  | | | |  |
| **Demonstrate experience as a Psychologist in Clinical Psychology or Community Care Areas or equivalent (if relevant)** | | | | | | | | | | | | | |
| From Date (DD/MM/YY) | | To Date  (DD/MM/YY) | | | Average Monthly Hours | | Total Months | | | Employer | | Title of Post | |
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| **Total Cumulative Months** | | | | | | | | | | | |  | |
| Candidates must have at least five years satisfactory postgraduate experience in the area of professional psychology. The five years (60 months) experience must comprise of no more than three years (36 months) of which was spent in gaining the post-graduate professional qualification and no less than two years (24 months) full time spent in post qualification experience as a professional Psychologist. Years in excess of the permitted three years for completion of the Post Graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement**.**  **Please note that you must have achieved the 5 years’ experience no later than closing date of Monday 14th July 2025.**  Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria.  *Please note that the information supplied here will be taken into consideration in determining your eligibility and / or a ranking exercise for this campaign* | | | | | | | | | | | | | |
| From Date (DD/MM/YY) | To Date  (DD/MM/YY) | | | Average Monthly Hours | | Total Months | | Employer | | | Title of Post \* | | |
|  |  | | |  | |  | |  | | |  | | |
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| Total Cumulative Months | | | |  | | | | | | | | | |

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| **Category B: if you are currently employed in a basic grade or above psychology post in a named publically funded psychological service commencing during the period between October 2002 and 31st January 2021, please complete this section.** | | | | | | | | | | | | | | | | | | | | | | |
| Please provide details of your employment in a named publicly funded psychologist service See Note 1 (below) | | | | | | | | | | | | | | | | | | | | | | |
| From Date (DD/MM/YY) | | To Date  (DD/MM/YY) | | | | | Average Monthly Hours | | Total Months | | | Employer | | | | | | | Title of Post | | | |
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|  | |  | | | | |  | |  | | |  | | | | | | |  | | | |
| 1. Please provide details of your recognised university degree or diploma (QQI Level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in the subject | | | | | | | | | | | | | | | | | | | | | | |
| Year of Qualification (dd/mm/yy) | | | | | | College / Educational Institution | | | | | Course Title | | | | | | | | | Award i.e. 1:1, 2:1 | | |
|  | | | | | |  | | | | |  | | | | | | | | |  | | |
| 1. I hold a recognised professional post-graduate qualification in the following Psychology discipline | | | | | | | | | | | | | | | | | | | | | Please tick as appropriate | |
| Clinical Psychology | | | | | | | | | | | | | | | | | | | | |  | |
| Counselling Psychology | | | | | | | | | | | | | | | | | | | | |  | |
| Educational Psychology | | | | | | | | | | | | | | | | | | | | |  | |
| I gained this recognised professional post-graduate qualification from the following programme | | | | | | | | | | | | | | | | | | | | | | |
| Year of Qualification (DD/MM/YEAR) | | | | College / Educational Institute | | | | | | Course Title | | | | | | Award i.e. 1:1, 2:1 | | | | | | |
|  | | | |  | | | | | |  | | | | | |  | | | | | | |
| For Professional Post Graduate Psychology Qualifications Awarded outside of the Republic of Ireland | | | | | | | | | | | | | | | | | | | | | | |
| If your professional psychology qualification was not awarded in the Republic of Ireland, have you received validation of your qualifications from the Department of Health (Ireland)? | | | | | | | | | | | Yes | | | | No | | | | | | | |
|  | | | |  | | | | | | | |
| Under Directive 2005/36/EC my professional psychology qualification has been recognised by the Department of Health (Ireland) to be considered for employment in the Irish publically funded health sector for the following discipline of psychology – *tick as appropriate* | | | | | | | | | | | | | | | | | | | | | | |
| Clinical Psychology | | |  | | | | Counselling Psychology | | | | | | |  | | | Educational Psychology | | | | |  |
| Date of validation (dd/mm/year) | | | | | | | | | | | | | | | | |  | | | | | |
| Candidates must have at least five years satisfactory postgraduate experience in the area of professional psychology. The five years (60 months) experience must comprise of no more than three years (36 months) of which was spent in gaining the post-graduate professional qualification and no less than two years (24 months) full time spent in post qualification experience as a professional Psychologist. Years in excess of the permitted three years for completion of the Post Graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement**.**  **Please note that you must have achieved the 5 years’ experience no later than closing date of Monday 14th July 2025.**  Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria.  *Please note that the information supplied here will be taken into consideration in determining your eligibility and / or a ranking exercise for this campaign* | | | | | | | | | | | | | | | | | | | | | | |
| From Date (DD/MM/YY) | To Date  (DD/MM/YY) | | | | Average Monthly Hours | | | Total Months | | | | | Employer | | | | | Title of Post \* | | | | |
|  |  | | | |  | | |  | | | | |  | | | | |  | | | | |
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| Total Cumulative Months | | | | |  | | | | | | | | | | | | | | | | | |

***Note 1.*** *Psychological services delivered or funded by the Department of Health, Department of Justice, Department of Education and the Department of Children, Disability, Equality and Integration aimed at improving the mental, physical or social health or wellbeing of the clients they serve. Please note, agency staff do not fall into this category and should apply under Category C*

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| **Category C: If you are an applicant who does not meet Category A or Category B above, please complete this section.** | | | | | | | | | | | | | | | | | |
| Please provide details of your recognised university degree or diploma (QQI Level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in the subject | | | | | | | | | | | | | | | | | |
| Year of Award | | College / Educational Institution | | | | Name of Course | | | | | | | | | | Award | |
|  | |  | | | |  | | | | | | | | | |  | |
| 1. I hold a recognised professional post-graduate qualification in the following Psychology discipline | | | | | | | | | | | | | | | | Please tick as appropriate | |
| Clinical Psychology | | | | | | | | | | | | | | | |  | |
| Counselling Psychology | | | | | | | | | | | | | | | |  | |
| Educational Psychology | | | | | | | | | | | | | | | |  | |
| I gained this recognised professional post-graduate qualification from the following programme | | | | | | | | | | | | | | | | | |
| Year of Qualification (DD/MM/YEAR) | | | | | College / Educational Institute | | | | Course Title | | | Award | | | | | |
|  | | | | |  | | | |  | | |  | | | | | |
| For Professional Post Graduate Psychology Qualifications Awarded outside of the Republic of Ireland | | | | | | | | | | | | | | | | | |
| If your professional psychology qualification was not awarded in the Republic of Ireland, have you received validation of your qualifications from the Department of Health (Ireland)? | | | | | | | | | | Yes | | | | | No | | |
|  | | | | |  | | |
| Under Directive 2005/36/EC my professional psychology qualification has been recognised by the Department of Health (Ireland) to be considered for employment in the Irish publicly funded health sector for the following discipline of psychology – *tick as appropriate* | | | | | | | | | | | | | | | | | |
| Clinical Psychology | |  | | Counselling Psychology | | | | | | |  | | Educational Psychology | | | |  |
| Date of validation (dd/mm/year) | | | | | | | | | | | | |  | | | | |
| Candidates must have at least five years satisfactory postgraduate experience in the area of professional psychology. The five years (60 months) experience must comprise of no more than three years (36 months) of which was spent in gaining the post-graduate professional qualification and no less than two years (24 months) full time spent in post qualification experience as a professional Psychologist. Years in excess of the permitted three years for completion of the Post Graduate training or time not worked will not be taken into consideration when assessing the five years’ experience requirement**.**  **Please note that you must have achieved the 5 years’ experience no later than closing date of 14th July 2025.** Please detail below (in months) your experience to date that demonstrates your fulfilling of the above eligibility criteria.  *Please note that the information supplied here will be taken into consideration in determining your eligibility and / or a ranking exercise for this campaign* | | | | | | | | | | | | | | | | | |
| From Date (DD/MM/YY) | To Date  (DD/MM/YY) | | Average Monthly Hours | | | | Total Months | Employer | | | | | | Title of Post \* | | | |
|  |  | |  | | | |  |  | | | | | |  | | | |
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| Total Cumulative Months | | |  | | | | | | | | | | | | | | |

**Section 1A – To be completed by Category C Applicants with a Counselling or Clinical Psychology**

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| Section 1 A – Applicants with a Counselling or Clinical psychology qualification  **Adult Psychology - Supervised Placement 2 or Post Qualification Work Experience 2**  \*By filling in this section, you are selecting the care area “Adult Psychology”. | | | | | | | | | | | | | | |
| From Date (dd/mm/year) | To Date (dd/mm/year) | | Please clearly mark which one of the below you are choosing to demonstrate your eligibility | | | | | | | | | | | |
|  |  | | Supervised client contact hours | | | | OR | Supervised clinical placement days | | | OR | | Post Qualification Work Experience | |
|  | | | |  | | |  | |
| Health setting please tick as appropriate: | | | | | | | | | | | | | | |
| Statutory & Voluntary Public Health Service | | Private Organisation | | | | Voluntary Organisation | | | | | | Other (please specify) | | |
|  | |  | | | |  | | | | | |  | | |
| Name of Health Setting:  *Please ensure you provide the name of the setting as given on the official letterhead of the organisation / agency* | | | |  | | | | | | | | | | |
| I was a direct employee of the above Health Setting | | | | Yes |  | | | | No | Self Employed | | | |  |
| Student | | | |  |
| Address of Health Setting: | | | |  | | | | | | | | | | |
| Name of Supervisor: | | | |  | | | | | | | | | | |
| Job title / Position of Supervisor: (e.g., Senior/Principal Psychologist) | | | |  | | | | | | | | | | |
| Qualification of Supervisor: | | | |  | | | | | | | | | | |
| Please demonstrate how your placement / post qualification work experience provided / will provide you with opportunities to acquire skills / apply assessment, formulation, intervention, evaluation and reporting with a range of clinical problems in terms of complexity and severity seen within the Adult Psychology population. Further information and documentation may be required and requested as part of the recruitment process in order to determine your eligibility. | | | | | | | | | | | | | | |
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| Section 1 A – Applicants with a Counselling or Clinical psychology qualification  **Adult Psychology - Supervised Placement 3 or Post Qualification Work Experience 3**  \*By filling in this section, you are selecting the care area “Adult Psychology”. | | | | | | | | | | | | | | |
| From Date (dd/mm/year) | To Date (dd/mm/year) | | Please clearly mark which one of the below you are choosing to demonstrate your eligibility | | | | | | | | | | | |
|  |  | | Supervised client contact hours | | | | OR | Supervised clinical placement days | | | OR | | Post Qualification Work Experience | |
|  | | | |  | | |  | |
| Health setting please tick as appropriate: | | | | | | | | | | | | | | |
| Statutory & Voluntary Public Health Service | | Private Organisation | | | | Voluntary Organisation | | | | | | Other (please specify) | | |
|  | |  | | | |  | | | | | |  | | |
| Name of Health Setting:  *Please ensure you provide the name of the setting as given on the official letterhead of the organisation / agency* | | | |  | | | | | | | | | | |
| I was a direct employee of the above Health Setting | | | | Yes |  | | | | No | Self Employed | | | |  |
| Student | | | |  |
| Address of Health Setting: | | | |  | | | | | | | | | | |
| Name of Supervisor: | | | |  | | | | | | | | | | |
| Job title / Position of Supervisor: (e.g., Senior/Principal Psychologist) | | | |  | | | | | | | | | | |
| Qualification of Supervisor: | | | |  | | | | | | | | | | |
| Please demonstrate how your placement / post qualification work experience provided / will provide you with opportunities to acquire skills / apply assessment, formulation, intervention, evaluation and reporting with a range of clinical problems in terms of complexity and severity seen within the Adult Psychology population. Further information and documentation may be required and requested as part of the recruitment process in order to determine your eligibility. | | | | | | | | | | | | | | |
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**Additional Educational Achievements**

**Please include second level and third level educational achievements including Professional Development and Practice.**

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| --- | --- | --- | --- | --- | --- |
| **Dates**  **From MM/YY**  **To**  **MM/YY** | **Educational Institution** | **Conferring Body** | **Course of Study** | **Qualification Achieved** | **Grades Achieved** |
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**CAREER OVERVEIW**

**IMPORTANT: Please ensure all career history is clearly outlined below (e.g. if you took a career break, spent time out of work, please include this information so there are no gaps in your career history from when you left full-time education to present date).**

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| --- | --- | --- | --- |
| **From** | **To** | **Title** | **Employer** |
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**Detailed Career History- please begin by listing the most recent first:**

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

|  |  |
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| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

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| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

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| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

|  |  |
| --- | --- |
| **Job Title:**  **Grade/ Management Level *(if applicable):*** | |
| **Employer(s) & Department Name:** | |
| **From (00/00):** | **To(00/00):** |
| Main Roles & Responsibilities: | |

|  |
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| **Competency Relevant to Care Group – Adult Psychology Services**  **Knowledge / Experience Relevant To The Role**  Please indicate below how your experience meets the requirements for this post as detailed in the Job Specification. Please note that the information supplied here will be taken into consideration in determining your eligibility and / or shortlisting / ranking for this campaign.  *Please include dates, the name of your employer & department where you worked and details as to how you meet the requirements specified in the eligibility and ‘post specific requirements’ section of the Job Specification.* |
| |  |  | | --- | --- | | **Date(s) from – Date(s) to** | **Employer(s) & Department Name** | |  |  | |

### Supplementary Questions 1 - 4

**A guide to completing supplementary questions is available in Appendix 1 of this application form. It is strongly recommended that you read the guide before completing this section of your application form.**

**In the spaces below, briefly describe what you consider to be a good example of demonstrating your ability in each of the skill areas 1- 4. A summary definition of each of skill areas is provided for your information. This is a summary of what we mean by each skill heading. Please provide the information in the format requested at (a), (b), and (c) on the “Information on completing the Supplementary Questions” Section. Remember anything you say may be used as part of a shortlisting/ranking exercise and may be discussed in more depth at interview, should you be called to one**

|  |
| --- |
| **1. Planning and Managing Resources**  It is important that the Senior Psychologist demonstrates the ability to plan and manage resources to ensure optimum service delivery. This includes the ability to contribute to the planning, delivery and performance management of the specialist area and service. S/he must demonstrate flexibility and adaptability in response to workforce demands and plan and organize work in line with these demands. S/he will be required to anticipate the changing needs of the service and develop professional practice accordingly.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

|  |
| --- |
| **2. Commitment to Providing a Quality Service**  An effective Senior Psychologist must demonstrate a commitment to providing a quality service. S/he will ensure high standards in service delivery ensuring services are delivered in line with evidence-based practice and appropriate clinical governance and risk management whilst ensuring the welfare, dignity and respect of the service user is a key consideration at all times. S/he monitors and reviews his/ her own work, and that of the team to ensure its quality and accuracy.  *In the space below, please give an example of a situation where you best demonstrated your ability in this area.* |
|  |

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| --- |
| **3. Evaluating Information and Judging Situations**  It is important for a Senior Psychologist to make decisions and solve problems in a timely manner. S/he will gather and analyze information from a variety of (relevant) sources before making a decision and will use opportunities to empower others as appropriate. The Senior Psychologist will display the ability to explain the rationale behind decisions confidently when faced with opposing or competing demands.  In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |

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| --- |
| **4. Managing & Developing (Self & Others)**  A key responsibility of the Senior Psychologist is the management and development of others. It is important that s/he can adapt his/her leadership style to suit the demands of the situation and the people involved. S/he must also demonstrate a commitment to continuing professional development and facilitate staff development by providing support such as supervising, mentoring, coaching and formal development planning.  In the space below, please give an example of a situation where you best demonstrated your ability in this area. |
|  |

### REFERENCES

Please give **three** referees (including your current employer). Please ensure that the referees you provide are from a professional perspective. We retain the right to contact all previous employers.

Do you wish us to contact you prior to contacting your referees? Yes  / No

**1. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**2. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

**3. Name and Job Title of Referee:**

**Dates From-To (MM/YY- MM/YY):**

**Professional Relationship to Candidate:**

**Postal Address:**

**Telephone Contact Details:** Mobile: Landline:

**Email Address:**

### APPLICANT CHECKLIST

If all required details / documentation (as below) are not submitted with your application we will be unable to process your application to the next stage of the process i.e. short listing / interview.

|  |  |  |
| --- | --- | --- |
| Mobile Telephone Number  Email Address  Postal Address |  | **Mandatory** |
| That the information you have provided in the Eligibility Criteria section clearly shows how your experience matches the requirements. Dates should be clearly indicated i.e., DD/MM/YY, qualification titles etc. |  |
| Work Permit Documentation (if relevant to non-EEA applicants). Please refer to Appendix 2 of the Additional Campaign information document for details of documentation required. |  |
| Application is submitted by the closing date and time and that you have used the campaign reference in the subject line of your email. |  |
| That you have downloaded and saved the Job Specification and Additional Campaign Information for future reference. | | |

**Appendix 1 - Guide for Category C in completing the Supervised Placement(s) / Work Experience Section**

**Category C Applicants with a professional Clinical or Counselling psychology qualification complete Section 1A** In section 1A, you must demonstrate that you· have acquired in appropriate health settings in each of the areas for whichyou are applying i.e. Disability (Child} and */ or* Disability (Adult) and /or Child. Psychology and/ or Adult Psychology; atleast 60 days or equivalent supervised clinical· placements as part of the professional qualification or at least 60 days orequivalent post qualification supervised work experience as a psychologist or a combination of both. Combinations ofsupervised clinical placement experience as part of the qualification and post qualification supervised work experiencewithin a single care group area to give a total of 60 days are not acceptable.

**Category C Applicants with a professional Educational psychology qualification complete Section 1 B**

In section 1 B, you must demonstrate that you have acquired in appropriate health settings in each of the areas that you are applying for i.e. Child Disability and/ or Child Psychology; at least60 days or equivalent in supervised clinical

placements as part of the professional qualification or at least 60 days or equivalent post qualification supervised work experience as a psychologist or a combination of both. Combinations of supervised clinical placement experience as part of the qualification and post qualification supervised work experience within a single care group area to give a total of 60 days are not acceptable.

**All Applicants:**

Whether you are completing section .1A or 1 B you should ensure that your response demonstrates how you meet the entirety of this section of the eligibility criteria. This must include:

**• Appropriate Health Setting**

An appropriate health setting is defined in this context to be a setting which facilitates placement/clinical experience/post qualification work experience to be gained where the trainees *I* students/ Psychologist have the opportunity to be supervised by an appropriate supervisor who is working within the health setting. The placement/ work experience should include opportunities to acquire skills in assessment, formulation, intervention, evaluation and reporting with a range of clinical problems in terms of complexity and severity seen within a care group population e.g. Child (0-18) Adult, Disability (lifespan). Statutory *I* Public health service setting/s outside of the Irish State will be considered on a case by case basis.

**• Appropriate Post Qualification Professional Work Experience:**

Sixty days or equivalent (60 days equates to 150 hours of supervised client contact) of clinical experience under the supervision of a more senior grade psychologist (relevant discipline of psychology applies).

**• Supervised Placement:**

A common definition of supervised clinical placement was developed based on the diverse accreditation standards pertaining to each qualification. This is defined as a period of clinical time spent under the supervision of an appropriately qualified senior psychologist. The placement must provide the opportunity to work with a range of clinical problems in terms of complexity and severity.

To meet the eligibility criteria for psychology posts in the HSE all applicants must demonstrate that they have completed a placement of at least 60 days in a health setting supervised by a practitioner who fulfils PSI supervision accreditation criteria for the professional qualification in question.. Counselling psychologists currently calculate placements using both days and hours. In their case, the 60 days in a health setting must comprise a minimum of

150 hours of direct client contact.

**• Post-qualification:**

Post Qualification is defined as time in supervised professional practice after acquiring a professional qualification in clinical, counselling or educational psychology.

**· Additional Campaign Information provides**

• An example of how you might best present this element of the application form is- available in "Appendix *T.*

• An illustrative list of health settings deemed appropriate for past Psychologist Staff and Senior Grade campaigns is

Included in "Appendix 6''. *The illustration is not* a *finite list,* as *it is limited to placements* as *part of* a *post graduate qualification or post*

*qualification work experience of the applicant pool for that role and campaign. Having undertaken a placement or having worked in one of these*

*settings does not automatically deem a candidate eligible. The placement or post qualification, work experience must meet the entirety of the*

*eligibility criteria which requires .that the placement must provide: the opportunity:, to work directly with* a *range of clinical problems in terms of complexity and seventy seen w1thm* a *care group population e.g. Child (0-18), Adult (Lifespan), Disability (Lifespan) have the relevant supervision*

*and meet the minimum time requirements)*

**Appendix 2 - Guide to Completing Competency Questions Section**

In the Competency Questions section all applicants are required to provide specific details.to demonstrate their competency in the care group(s) chosen. You must complete a separate competency question for each care group you wish to apply for

It is 'important that in your response you outline the competencies you have developed through your supervised work experience with this Care Group. Identify where this experience was gained and the duration of this experience'. In your response, describe the competencies you have developed and demonstrated through your experience with assessment and intervention with this Care Group. Your description of your professional/clinical competencies should show your ability to carry a clinical case load within the care group.

It should show your competency in providing psychological assessments to the client group based upon the appropriate use, interpretation, and integration of data from a variety of sources and implement plans for a therapeutic intervention.

Your ability to formulate and implement plans for psychological therapeutic interventions or management based on an appropriate conceptual framework. In addition, your ability to provide professional reports relevant to this care group in accordance with professional standards and your competency of working as part of a multi-disciplinary team to deliver assessments and interventions within this Care Group.

The information you present will be used to determine your eligibility and may also form part of a ranking exercise process if it is applied. This means that a ranking board will 'rank' applicants based on information put forward in your application form. Interviews may be held on a phased basis, inviting applicants to interview based on the position held in the ranking exercise. A primary panel will be formed of candidates successful in the first phase of interviews. If subsequent interviews are held candidates successful at these interviews will be added to the end of the primary panel and will be listed with a lower order of merit.

Therefore, it is· important to compose your replies carefully in this section and to structure your answer so that you give specific information about what **you** have done, clearly demonstrating your competency in the care group chosen.

The people doing the screening **will not** assume that you have the required competency just because of your current role, length of experience or educational qualifications. These do not give enough evidence of your competency or ability to carry a caseload within the care group. Applicants must provide detailed and specific information which clearly demonstrates their competence in order to be deemed eligible for that care group.

**Some guidelines for presenting yourself well:**

**• Give specific information:** you are being asked to demonstrate· your competency in the care group chosen: try to do this concisely but with enough detail so that the reader will be clear about **what you actually did.** This detail might include information about timescales, 'client caseloads, information on the health setting, clinical interventions used etc.

**• Give a range of examples:** if possible, provide variety of information to demonstrate your competence rather than relying on just one experience. This helps the reader to evaluate your overall competence and not just your behaviour in a 'one off' situation. .

**• Be concrete rather than theoretical:** a clear description of **your competence** is of much more use to the reader than a vague or general description of what you consider.to be desirable attributes.

**COMPETENCY QUESTION EXAMPLES**

**Please find below two separate examples of how to approach the competency question of the application form. This information should be used as a guide to assist applicants in completing this section of the application form.**

**Example 1:**

**In the area below you should provide SPECIFIC DETAILS to demonstrate your competency relevant to the Care Group chosen that you feel helps you meet the requirements for/the role.**

**In the area below you should provide SPECIFIC DETAILS to demonstrate your competency relevant to the Care Group chosen that you feel helps you meet the requirements for the role.**

**Care Group Chosen: Adult Mental Health**

*I have, over the past 12 months, worked in the area of Adult Psychology working with approximately 50 cases. I work as part of a secondary care Community multidisciplinary team providing* a *service to a geographical area with* a *catchment population of 50,000. My assessment and intervention work included working with* a *range of people presenting with depression, anxiety, trauma, and psychosis. The severity of the presenting problems are in the moderate to severe range for the most part. My assessment work included clinical interview, observations, and psychometric assessment,*

*I utilise evidence-based intervention to address the goals of therapy based on my formulations. Such interventions*

*Include Cognitive Behaviour Therapy, EMDR, and Cognitive .Analytic Therapy. I have provided these interventions under the supervision of* a *senior psychologist within the service. I have also completed training post qualification and hold* a *Level 3 certificate in EMDR.*

*I continually quality assure my interventions by utilising pre and, post therapy measures and this assists me in being confident of my interventions with this population.*