

**Additional Campaign Information**

**NRS14736 Psychologist, Senior**

Dear Candidate,

Thank you for your interest in this role. The National Recruitment Service are running this targeted recruitment campaign to fill immediate vacancies that currently exist for Senior Psychologists in the following locations only.

* Toghermore, Tuam, Co Galway
* Bray Civic Centre, Block B, Wicklow

**Please note that no panel will be formed as a result of this recruitment campaign**. This campaign will be used to fill the listed vacancies only and no additional jobs will be offered to candidates successful at interview. Once the vacancies are offered, the candidate pools will be disbanded. Therefore please only apply if you are genuinely interested in any of these vacancies and would accept the post if offered.

This document outlines how the recruitment process will be run and important dates. We highly recommend that you read this document before submitting an application.

1. **Who should apply?**

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. Information on the eligibility criteria is available in the Job Specification.

For more details

* On the qualifications and eligibility criteria please see Appendix 1.
* For information on “Non-European Economic Area Applicants” please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

1. **How do I apply for this post?**

* **You must submit a fully completed Application Form particular to this post by email only.**
* Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**
* There is no need to sign emailed applications; we will request candidates to sign their application form at a later stage.
* As we require the same information from all candidates in order to make fair decisions on their applications we will not be able to process applications by CV or any other method.
* Email applications will receive a response within 2 working days, which will let you know that we received your email. Please note a delivery receipt from your email provider should not be accepted as validation that the NRS has received your email.  Only a response from the email address to which you sent your email is confirmation that the NRS has received your email.**Therefore, if you have not received an email response from the NRS within 5 working days, we highly recommend that you contact us by emailing** [**applyalliedhealth@hse.ie**](mailto:applyalliedhealth@hse.ie) **to verify that your email has been received.**
* To ensure that the NRS has no issue in viewing your email, please ensure that you do not mark your email private before submitting it.  For example if you are using Microsoft Outlook you can check the setting by clicking *File*, then *Properties* and ensuring the *Sensitivity* setting is Normal and not Private.



* We check eligibility of the applicants after the closing date and time therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank, you have sent the wrong version of your application form, have no internet access etc or that you have not attached requested relevant supporting documentation, etc you will not be processed further.
* As we are only accepting applications by email applications must be submitted as 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 on line 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.**
* 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
* The National Recruitment Service can only accept complete applications received by the closing date and time of **Friday 6th June 2025 at 12:00PM.** If you submit more than one application the last one received prior to the closing date and time is the version that will be considered.
* Appendix 6 of this document provides Category C applicants an illustrative list of health settings deemed appropriate for past Psychologist Staff and Senior Grade campaigns. 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. 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 section for Category C applicants 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 severity seen within a care group population e.g. Adult (Lifespan), Disability (Lifespan), have the relevant supervision and meet the minimum time requirements)
* Appendix 7 of this document provides Category C applicants with an illustration of how you might consider *BEST approaching* the placement section of the application form
* Appendix 1 of the application form provides all applicants with guidelines and examples on how you might consider *BEST approaching* the competency section of the application form.

**Please note no panel will be formed as a result of this recruitment campaign.**

Please note that the National Recruitment Service will mainly contact you by email therefore it is most important that your email address is included on your application form. It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

1. **How will the selection process be run?**

* The purpose of this recruitment and selection process is to fill current vacancies as provided in the job specification.
* Please note that no panels will be formed as a result of this recruitment campaign. This campaign will be used to fill the listed vacancies only and no additional jobs will be offered to candidates successful at interview. Once the vacancies have been offered, the candidate pools will be disbanded.
* You must complete the relevant application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* A selection board of senior managers will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
* There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. 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.
* Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
* **Candidates invited to interview will be given more details regarding the interview at a later date.**
* Posts are offered to the candidate with the highest order of merit. Full details on how posts will be offered are available in Appendix 5.
* We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Please refer to the link below for further information on:

* What to Expect – when applying for a job in the HSE
* What to Expect – the Recruitment Journey

<https://www.hse.ie/eng/staff/jobs/recruitment-process/>

We recommend that you visit <https://www.hse.ie/eng/staff/jobs/>  on regular basis to ensure you are aware of the wide range of HSE career opportunities.

1. **Location of posts**

Below is a list of the vacancies that will be filled from this recruitment campaign. It is important to note that once these post are filled the candidate pool will dissolve and no further vacancies will be offered to the candidate pool.

|  |  |  |
| --- | --- | --- |
| **Location and Service Details** | **Staff Grade Post** | **Care Group** |
| Toghermore, Tuam, Co Galway | 1 WTE | Adult Psychology |
| Bray Civic centre, Block B, Wicklow | 1 WTE |

1. **Interview Notes**

It should be expected that interview board members will take notes during each interview.  These notes are created by and for the interview board member for use as an aide memoir to support board discussions.  In keeping with process transparency, the relevant interview notes can be provided to a candidate on request.  Where notes are provided these will be copies of the original handwritten sheets, typed copies are not created and therefore cannot be provided.  It is important to remember the sole purpose of any notes produced, a verbatim or complete record of the interview overall should therefore not be expected.

1. **Offer of Post**

Successful candidates will be offered posts in order of merit. If the number one successful candidate refuses the job offer, it is then offered to the second candidate with the highest score, and so forth until the post is accepted. Once the post is accepted no further posts will be offered to the remaining candidates. Once the post is filled remaining candidates will be notified and the candidate pool will be dissolved. **No panel will be formed as a result of this recruitment campaign.**

**Marking System**

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Job Specification.

Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 in order of merit.

If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area and expressed an interest will receive the first job offer.

Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. in order of merit and Mary will be number 3 b. in order of merit.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note in order to be deemed successful at interview you must be awarded a minimum score of 40 for each competency area.

|  |  |  |  |
| --- | --- | --- | --- |
| **Scoring Guide** | | | |
| **Little Evidence** of this key skill area presented | **Adequate / Satisfactory** evidence of this key skill area presented | **Good** evidence of this key skill area presented | **Strong** evidence of this key skill area presented |
| **1 – 39** | **40 - 69** | **70- 89** | **90 - 100** |

The above Scoring Guide is provided to illustrate the breakdown of the Scoring Bands used by the Interview Board when scoring a candidate following interview.  It is important to note that the description used to identify each of the Scoring Bands is for illustrative purposes only and the wording could vary slightly on your interview marking sheet.  For example if you received a score anywhere between 40 – 69 for a competency area, the comment on the interview marking sheet might include the word sufficient / adequate/ satisfactory / reasonable or other variation to describe the evidence presented by the candidate in answer to the question they were asked.

1. **Acceptance / Declination of a Job Offer**

The time lines and candidate pool management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit following interview. Please see Appendix 5 for a full outline of how the posts are offered.

1. **Campaign Time Scales**

The closing date for receipt of completed applications is listed in the Job Specification.

Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice**.**

1. **Security Clearance**

When a candidate accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

1. **Appeal Procedures**

Appointments in the HSE are made under a recruitment license and are subject to the Code of Practice established by the Commission for Public Service Appointments (CPSA). Full details in relation the Code of Practice and review and complaints procedures are available on the CPSA Website **(www.cpsa.ie**).

**Section 7**

If a candidate is unhappy with a decision made at any stage while a selection process is ongoing, or believes that it was made on incorrect information or that documented procedure was not followed, they can request a review under Section 7 of the Code. The decision may be reversed if it is found to have been incorrect, to have been based on incorrect information or as a result of documented procedure not being followed.

**OR**

**Section 8**

If a candidate believes there has been a breach of the Code of Practice and the selection process followed was, in itself, unfair they can make a complaint under Section 8 of the Code.

A candidate can submit a request for a review of a decision under Section 7 of the Code or a complaint about the process under Section 8 of the Code **but not both.**

**How to submit a request for a review or complaint**

In order for the National Recruitment Service to deal with your request you will need to do the following before submitting a request:

1. Identify which procedure is appropriate to your particular circumstance (Section 7 or Section 8)
2. Advise if you wish to avail of an informal or formal review.
3. Clearly outline how the selection process was unfair or has been applied unfairly to you. Requests for a review or submission of a complaint without providing any facts or grounds to support the request will result in the NRS being unable to examine the matter.

It is recommended that candidates should pursue an informal review/complaint in the first instance. However should a candidate not wish to engage in the informal review/complaint process, they can proceed directly to the formal process.

The process for submitting a request for a review or a complaint is as follows:

**Informal Review/Complaint**

Request must be submitted by email to Diarmuid Horan, Campaign Lead (Diarmuid.horan@hse.ie) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to the Formal Appeals Officer [recruitmentappeals@hse.ie](mailto:recruitmentappeals@hse.ie) within **5 working days** of receipt of a decision.

1. **HSE Privacy Policy**

The National Recruitment Service is committed to protecting your privacy and takes the security of your information very seriously. The National Recruitment Service aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE NRS Candidate Privacy Policy, is available at [HSE NRS Candidate Privacy Statement](https://www.hse.ie/eng/staff/jobs/recruitment-process/candidate-privacy-notices-for-candidates-in-recruitment-process.html)

1. **How National Recruitment Services will contact you**

Please note that the National Recruitment Service will contact you by methods such as email, phone, SMS, or by post therefore it is most important that all your contact detail are included on your application form.

It is your responsibility to ensure you have access to your emails. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

To reduce the possibility of emails from the NRS team being directed to spam we recommend that you add the HSE Domain to your WHITELIST or safe senders list in your email domain. Due to the number of domain providers we are unable to provide a single instruction on this so we recommend that you research this for your particular domain.

1. **How to contact National Recruitment**

For any queries regarding the Recruitment process please contact the NRS Help Desk on:

**Tel:** 0818 473677 (for candidates calling from outside Ireland +35341 6859506)

or by **email** on: [asknrs@hse.ie](mailto:asknrs@hse.ie)

For queries specifically relating to the role please contact the named person on the Informal Enquiries section on the Job Specification

1. **Support modules for candidates engaging in the HSE Recruitment process**

Three support modules, for candidates engaging in the HSE recruitment process, are now available on the HSE Website. You can access the modules by using the following link <https://www.hse.ie/eng/staff/jobs/recruitment-process/>

The elearning modules are also available on HSeLand. They can be accessed by entering ‘*Getting a Job in the HSE*’ in the search function.

**Appendix 1**

**Eligibility Criteria**

**Candidates must have at the latest date of application:**

**Category A (**Employed pre October 2002)

**Professional Qualifications, Experience, etc.**

Eligible applicants must:

* Have been employed before 25th October 2002 and be currently in employment as a psychologist in the public health system; the HSE and agencies funded under Section 38 and Section 39 of the Health Act 2004

**And**

* Demonstrate competence in the Care Group/s applied for

**And**

* Possess the requisite knowledge and ability, including a high standard of suitability and ability, for the proper discharge of the office

**And**

* Applicants must have at least five years satisfactory post-graduate experience in the area of professional psychology, no more than three years of which was spent in gaining the postgraduate professional qualification and no less than two years 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.

**Category B** (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)

**Professional Qualifications, Experience, etc.**

Eligible applicants must:

* Be currently employed in a named publically funded psychological service, **Note 1**.

**And**

* Have a university degree or diploma (QQ1 level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject

**And**

* Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology

**Or**

An equivalent qualification from another jurisdiction validated by the Department of Health.

**And**

* Demonstrate competence in the Care Group/s applied for.

**And**

* Applicants must have at least five years satisfactory post-graduate experience in the area of professional psychology, no more than three years of which was spent in gaining the postgraduate professional qualification and no less than two years 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.

**And**

* Possess the requisite knowledge and ability, including a high standard of suitability and ability, for the proper discharge of the office

**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.

**Category C (**Employed between 31st January 2021 to the 30th September 2026**)**

**Professional Qualifications, Experience, etc.**

Eligible applicants must:

* Have a university degree or diploma (QQ1 level 8 equivalent) obtained with 1st or 2nd class honours in which Psychology was taken as a major subject and honours obtained in that subject

**And**

* Have an Irish post-graduate professional psychology qualification accredited by the Psychological Society of Ireland in Clinical, Counselling or Educational Psychology

**Or**

An equivalent qualification from another jurisdiction validated by the Department of Health.

**And**

* Demonstrate competence in the Care Group/s applied for.

**And**

* Applicants must have at least five years satisfactory post-graduate experience in the area of professional psychology, no more than three years of which was spent in gaining the postgraduate professional qualification and no less than two years 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.

**And**

* Applicants with a clinical or counselling psychology qualification must demonstrate that they have acquired in appropriate health settings, **for the area / areas for which they wish to apply** - Disability (Child and Adult), Child Psychology, Adult Psychology - either at least 60 days or equivalent supervised clinical placements as part of the professional qualification; or at least 60 days or equivalent post-qualification supervised work experience as a psychologist. **Note 2.**

**Or**

* Applicants with an educational psychology qualification must demonstrate that they have acquired in appropriate health settings **for the area / areas for which they wish to apply** - Child Disability, Child Psychology - either at least 60 days or equivalent supervised clinical placements as part of the professional qualification; or at least 60 days or equivalent post qualification supervised work experience as a psychologist. **Note 2.**

**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.

**Note 2**: 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.

The 60 days of supervised placements do not have to be acquired consecutively. However no more than three separate supervised placements, each with a minimum of 20 consecutive days, should be counted to make up the sixty days. For example, a candidate could have completed three separate supervised placements of 20 days duration in different semesters, months, years etc., this would also satisfy the 60 day requirement.

**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**

* Experience working with adults with neurological conditions, and working in a Neuro-rehabilitation setting and/or specialist Neuro-rehabilitation area as relevant to the role. This may include postgraduate Neuro-rehabilitation specific training/education.
* Experience of administering and interpreting neuropsychological batteries, undertaking clinical evaluations, providing recommendations, interventions, and clinical report-writing.
* Experience of supervising, supporting, and managing staff, trainees and/or students.
* Experience in research that may include publications and/or presentations at clinical and academic meetings.

**Applicants must be in receipt of a post graduate professional psychological qualification recognised by the professional body, the Psychological Society of Ireland (PSI) or a Letter of Accreditation / VALIDATION from the Department of Health at the time of job offer.**

**Definitions**

For the purpose of clarity the following definitions apply in the context of recruitment for psychology positions within the HSE:

**PSI Placement Accreditation Standards**

Clinical Psychology: Each trainee should spend a minimum of 60 days per placement but overall trainees should be on placement for a minimum of 390 days of the total course time.

Counselling Psychology: Trainees should have a minimum of 450 hours supervised client contact experience (accrued over a minimum period of 30 months based on at least 2 placement days per week). Students must gain client experience in at least three settings at least one of which should be in a health care setting.

Educational Psychology: Trainees should complete 120 full days practical work experience in applied settings.

**Appropriate Health Setting**

An appropriate health setting is defined in this context to be a setting which facilitates placement/clinical experience to be gained where the trainees / students have the opportunity to be supervised by an appropriate supervisor who is **working within the health setting**. The placement 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 / Public health service setting outside of the Irish State will be considered on a case by case basis.

**Post-graduate Professional Psychology Qualification**

Post Graduate qualification means satisfactory completion of a PSI accredited professional training programme in clinical, counselling or educational psychology. Applicants with non Irish post graduate qualifications must have their qualification validated by the Department of Health.

**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.

**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).

**Report of the Psychology Review Implementation Group June 2017 – Descriptor of Appropriate Health Settings**

**Adult Disability**

Category C candidates must demonstrate that they have gained at least 60 days (150 hours) supervised experience in the area of Adult Disability.

Appropriate Health Care Setting:

The experience needs to be in health care settings which provide access to a broad range of experience with people with complex disabilities aged 18 years and over. The candidate will need to have gained experience with, or in, the following:

* Working with service users as part of a multidisciplinary team involving a range of professionals which include disciplines such as, Social Workers, Occupational Therapists, Speech and Language Therapists, Psychiatrists, Physiotherapists, and other health care professionals.
* Working in a variety of settings such as residential settings, family homes, respite centres, day services, cross agency experiences, so that skills are developed in the multiplicity of settings requiring input to support Adults with complex disabilities.

Client groups within the Health Care Setting:

Within the HSE and HSE funded services, Adult Disability services encompass clients aged

18+ years with mild to high support disability related supports, and co morbidities.

Candidates:

* Must have gained experience of engaging with service users with disabilities such as intellectual disability, Autistic Spectrum Disorder, physical, emotional, behavioural, and sensory related disabilities, in direct work, and indirectly through consultation with other professionals, and front line staff teams.
* Must have gained experience of working with a range of severity of psychological presentations from needs requiring early intervention responses to more severe and enduring support needs.
* Must have gained experience in working with adults under 65 years, and where feasible adults over the age of 65yrs.
* Will have gained experience in working with adults with communication and positive behavioural support needs and needs related to their level of functional and cognitive skills.
* Must have gained experience of working with service users from minority backgrounds.

Experience of Assessment and Intervention in the Health Care Setting:

Within the HSE and HSE funded services, Adult Disability services are required to offer a broad range of assessments which inform their practice. Psychologists need to have clear formulations that lead to evidence based interventions which are governed and adapted depending on need over the course of ongoing reviews with staff teams and/or families. As such candidate must have worked in health care settings where:

* They have gained experience in using a range of psychometric assessments to assist in formulating and understanding of the service user’s presentation.
* They have gained experience of using psychometric instruments to assist with treatment planning and to review client progress overtime. They include assessments of cognitive and adaptive functioning and more broad based inventories to measure mood, anxiety etc.
* They have gained experience in the assessment process regarding dementia screening and assessments which illustrate differential diagnostic issues to consider and associated interventions with front line staff members, and families, post diagnosis.
* They have gained experience in conducting risk assessments with particular reference to vulnerable adult issues, self-harm, behaviours directed against others, and have a clear understanding of policies, procedures, and interventions to support these issues.
* They have had supervised experience in the application of evidence based models including Positive Behaviour Support and the process by which a Multi Element Behaviour Support Plan (MEBS) is formulated and implemented. The have experience in using least restrictive intervention approaches and how any restrictions can be reduced and eliminated.
* They have experience in the responding to the requirements placed on psychologists in Adult Disability Services via regulations associated with inspections by The Health Information and Quality Authority (HIQA)
* They will have experience in writing reports, protocol, Behavioural support assessments and interventions in collaboration with available multidisciplinary and frontline colleagues.

**Appendix 2**

(i) **Are you an EEA/Swiss or British National?**

**Applicants who are EEA nationals, Swiss nationals or British nationals do not require work permits / visas**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) **NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE**

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

1. A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1, Stamp 1G, Stamp 4, Stamp 5, or Stamp 6 showing you have permission to be in this State**.**

**OR**

A scanned copy of your current Irish Residence Permit showing Stamp 1, Stamp 1G, Stamp 4, Stamp 5, Stamp 6.

**OR**

1. For permissions related to your graduate or marital/partnership status a scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration Stamp 1G  showing you have permission to be in this State.

**OR**

A scanned copy of both the front and back of your current Irish Residence Permit (IRP) showing Stamp 1G and your Marriage/Civil Partnership Certificate.

**And**

* A scanned copy of your spouse’s passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit.

**Or**

* A scanned copy of both the front and back of your spouse’s current Irish Residence Permit showing Stamp 4 **and** a copy of their Critical Skills Employment Permit.

**Or**

* If your spouse holds a Stamp 2 for the purposes of PhD study, please include a copy of their passport showing their identification and current immigration Stamp 2, OR a scanned copy of both the front and back of their current Irish Residence Permit (IRP) showing Stamp 2.

**Applications not accompanied by the above documents, where necessary, will be considered incomplete and not processed any further.**

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview.

More information for non-EEA applicants resident in the State visit [Department of Justice Immigration Permissions](https://www.irishimmigration.ie/registering-your-immigration-permission/information-on-registering/immigration-permission-stamps/#783c0f58d65d5b335)

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. At the time of application you will need to submit documentary evidence which confirms your refugee status

**Appendix 3**

When a candidate accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for any post engaged in relevant work.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

**United Kingdom**

<https://www.acro.police.uk/s/>

https://www.police.uk/pu/your-area/ website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

**Australia**

[www.afp.gov.au](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand**

https://www.justice.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust be obtained from the **FBI** **only,**

<https://www.fbi.gov/services/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

**Other Countries**

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

**Note: Any costs incurred in this process will be borne by the candidate.**

**Appendix 4**

**Persons in receipt of a pension from specified Superannuation Schemes**   
  
Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

Local Government Superannuation Scheme (LGSS)

Health Service Executive Employee Superannuation Scheme

Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)

Nominated Health Agencies Superannuation Scheme (NHASS)

Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:   
  
Incentivised Scheme of Early Retirement (ISER)   
Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.   
  
**Abatement of Pension (Section 52 of Public Service Pensions Act 2012)**   
  
Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person’s pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

**Appendix 5**

**How Posts Are Offered To Candidates**

In this appendix we outline how individual posts are notified to candidates who are successful at interview. The timelines and rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your interview score.

Note, candidates are ranked in order of merit. ‘Recommendation to Proceed’ invitations will be sent to candidates in order of merit. If candidate no. 1 refuses or does not respond to this, it moves to candidate no.2 and so forth until the post is filled.

Once the post is filled the candidate pool will be dissolved and no further vacancies will be offered to the candidate pool.

**Frequently used terms:**

**Order of Merit**: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1, the second highest score is no.2 etc.

**Recommendation to Proceed**

"Recommendation to Proceed" invitation offers you the opportunity to progress to the next stage of the recruitment process i.e. pre-employment clearances”. It should not be considered a job offer. This will outline the details of role in terms of location, tenure, job title, Hiring Manager etc. You will be made aware by an “alert” text to your mobile phone to advise you that a ‘recommendation to proceed’ has issued.

It is important that you read these advisory notes before you commit to accepting the Recommendation to Proceed invitation” to progress to recruitment clearances.

**Please note the following important information:**

1. “Recommendation to Proceed” responses will only be accepted in the format that is outlined in the “Recommendation to Proceed” invitation.
2. “Recommendation to Proceed” invitations have a deadline and once the deadline has passed, no further responses will be accepted. The deadline will be outlined to you in the email.
3. No contractual obligation is formed by through the “Recommendation to Proceed invitation” therefore we strongly advise that you do not hand in your notice at this time.
4. HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security, and medical clearances which will be sought as required.
5. The HSE reserves the right to withdraw a recommendation to proceed if not satisfied with all aspects in this regard.
6. The HSE determines the merit, appropriateness, and relevance of references.
7. A contract of employment is only valid when received in writing and signed by both parties (i.e., candidate and HSE).

**Interviews form a part of the selection process. The HSE reserves the right to retract job offers if satisfactory clearances (e.g., past / current employment references, security clearances) cannot be obtained or are unsatisfactory.**

**Note on References: The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant’s past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a post if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.**

**Appendix 6**

Below is an illustrative list of health settings deemed appropriate for past campaigns. 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 past campaigns. 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 severity seen within a care group population e.g. Adult (Lifespan), Disability (Lifespan), have the relevant supervision and meet the minimum time requirements).

|  |  |
| --- | --- |
| **Care Group** | **Health Setting** |
| **Disability**  **(Child and / or Adult)** | Ability West |
| Brothers of Charity |
| Central Remedial Clinic |
| Cheeverstown House |
| CoAction |
| Daughters of Charity |
| Developmental & ASD Psychology Services |
| Enable Ireland |
| HSE Disability Services |
| HSE Early Intervention Teams |
| HSE Mental Health Services |
| HSE Primary Care Services |
| HSE Regional Autism Service, Beechpark Services |
| HSE School Age Teams |
| Kerry Intervention and Disability Services |
| Mid West Disability Services Early Intervention & School Age Teams |
| Muiriosa Foundation |
| Scope Victoria |
| Springtime Galway Early Intervention Services |
| St Catherines Association Ltd |
| St Gabriels School & Centre |
| St John of God |
| St Josephs Foundation |
| St Michaels House |
| Stewarts Care |
| Western Care Association |
| St Pauls, Beaumont |
| **Adult Psychology** | Falkirk & District Association for Mental Health | |
| HSE Mental Health Services | |
| HSE Primary Care Services | |
| London and Maudsley NHS Foundation Trust Mental Health Unit The Ladywell | |
| Mater Misericordiae / Community Adult Mental Health Service | |
| NHS Forth Valley | |
| Midway Services | |
| North Essex Partnership University NHS Foundation Trust | |
| St James's Hospital Mental Health Services | |
| St John of God Adult Mental Health Services | |
| St John of God Cluain Mhuire Adult Mental Health Services | |
| St. Patrick’s Mental Health Services’ Dublin | |
| St Vincents University Hospital - Adult Clinical Psychology Service Fairview | |
| Tees, Esk and Wear Valleys NHS Trust Integrated Learning Disability Team | |

**Appendix 7**

**Illustration of how you might consider *BEST approaching* Section 1A or 1B of the application form**

**As a Trainee Psychologist (placement)**

My placement in the area of Adult Psychology consisted of 120 days as a trainee counselling psychologist under the direct supervision of a senior psychologist. This placement took place in a community mental health team (sector A of the HSE CHO Area 5) and formed part of my training as a Counselling Psychologist. During this placement I worked with adults across the age range 18 to 65. In addition was able to gain some experience with a number (ideally specify number) of older adult clients who attended a local older adult service as part of this placement. The community mental health team provided a multidisciplinary service to a broad range of clients with psychological difficulties and mental health disorders. I had the opportunity to gather experience and reach competency in the area of engagement, assessment, formulation, intervention and evaluation across a range of psychological disorder. These disorders included, Anxiety, Depression, OCD, the effects of trauma I also had the opportunity to co-facilitate a group intervention in the local acute inpatient unit. This placement allowed me to develop a significant range of practical and conceptual skills associated with working as a psychologist in adult mental health services. Through initially observing and thereafter taking on my own case load my supervisor observed my ability to deal with complex issues and make informed judgements, considering multiple sources of information. My competencies in assessment included using a variety of self-report measures, psychometric assessments and personality assessments. In this placement I have gained competencies to provide interventions within a framework of evidence based practice these included Cognitive Behaviour Therapy, Family Behaviour Therapy and Interpersonal psychotherapy.

**As a Qualified Psychologist (work experience)**

I have been working as a Psychologist Staff Grade in a community mental health team (sector A of the HSE CHO Area 5) for the past three years, under the direct supervision of a senior psychologist. My caseload involves working with adults across the age range 18 to 65. This includes working with a number (ideally specify number) of older adult clients who attend a local older adult mental health service. The community mental health team provide a multidisciplinary service to a broad range of clients with psychological difficulties and mental health disorders. Working with clients across a wide range of disorders including Anxiety, Depression, OCD, the effects of trauma, I provide the appropriate engagement, assessment, formulation, intervention and evaluation across a range of psychological disorder. My current role includes the facilitation of a group intervention in the local acute inpatient unit. My current role allows me to work across a significant range of practical and conceptual skills in adult mental health services. I engage fully in supervision with the Senior Psychologist, who has observed my ability to deal with complex issues and make informed judgements, considering multiple sources of information. My competencies in assessment included using a variety of self-report measures, psychometric assessments and personality assessments. To date, I have gained substantial experience in providing interventions within a framework of evidence based practice these included Cognitive Behaviour Therapy, Family Behaviour Therapy and Interpersonal psychotherapy.

**Illustration of *how NOT to approach* Section 1A or 1B of the application form**

**As a Trainee Psychologist (placement)**

My placement involved working with adults with an average age range of 42 years. Most of the clients had mental health problems some with low mood and anxiety. My work on this placement took place over six months on a part time basis and I had a full case load and provided psychotherapy under the supervision of a senior psychologist. New clients were allocated at the weekly meeting and following assessment I provided different models of psychotherapy. When my clients were ready for discharge I discharged them back to their GP. In situations where the person’s problem was very complex the person was referred to the other services in the area.

I acquired a wide range of skills and used assessments with all my clients to assist in the delivery of intervention. This placement provided an opportunity for me to gain a variety of skills and experiences with adults in a mental health setting.

**As a Qualified Psychologist (work experience)**

My current role involves working with adults with an average age range of 42 years. The majority of my clients have mental health problems typically low mood and anxiety. I engage with the Senior Psychologist for supervision. New clients are allocated to my caseload at our weekly meeting and following assessment I provide different models of psychotherapy. Once my clients are ready for discharge, they are referred back to their GP. In situations where the client’s problem was very complex the client was referred to the other services in the area.

I acquired a wide range of skills and used assessments with all my clients to assist in the delivery of intervention. This placement provided an opportunity for me to gain a variety of skills and experiences with adults in a mental health setting.