



Health Service Executive – Dublin and North East Region
Senior House Officer in Haematology
Oifigeach Tí Sinsearach, Haemaiteolaíocht
Job Specification, Terms and Conditions

Job Title, Grade, Grade Code	Senior House Officer in Haematology Oifigeach Tí Sinsearach, Haemaiteolaíocht Grade code 1012 (July 2026 Intake)
Campaign Reference	2026-4507
Closing Date	
Proposed Interview Date (s)	Candidates will normally be given at least one weeks' notice of interview. The timescale may be reduced in exceptional circumstances.
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	HSE Dublin North and East Region, Connolly Hospital, Blanchardstown
Details of Service	<p>The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare.</p> <p>HSE Dublin and North East provides health and social care to North Dublin, Louth, Meath, Monaghan and most areas of Cavan.</p> <p>HSE Dublin and North East Region includes the following hospitals;</p> <ul style="list-style-type: none">• Beaumont Hospital• Cavan General Hospital• Connolly Hospital• Louth County Hospital• National Orthopaedic Hospital Cappagh• Monaghan General Hospital• Mater Misericordiae University Hospital• Our Ladys Hospital Navan• Our Lady of Lourdes Hospital• Rotunda Hospital
Reporting Arrangements	Reporting to the Consultant in charge.
Purpose of the Post	During the appointment the successful candidate will, under the supervision of the Consultant / Clinical Director / Employer, participate in and deliver a quality health care service. Appointees will be required to actively engage in continuing professional education and development in accordance with organisational / professional requirements.
Principal Duties and Responsibilities	<p>The NCHD's standard duties and responsibilities include, as directed by the Consultant / Clinical Director:</p> <ul style="list-style-type: none">• Participate as a member of a multi-disciplinary team in the provision of medical care to patients.• Diagnose and treat patients.

- Ensure that duties and functions are undertaken in a manner that prioritises the safety and well-being of patients.
- Assess patients on admission and/or discharge as required and write detailed reports in the case notes.
- Order and interpret diagnostic tests.
- Initiate and monitor treatment.
- Communicate effectively with patients and clients.
- Attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patient's chart; follow through with actions arising from the round.
- Represent the department / profession / team at meetings and conferences as appropriate.
- Further progress knowledge of diagnosis and management.
- Participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data / information for same.
- Co-operate with investigations, enquiries or audit relating to the provision of health services.
- Maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council 'Guide to Ethical Conduct and Behaviour' (www.medicalcouncil.ie).
- Seek advice and assistance from the Consultant / Clinical Director / Employer with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance.
- Engage in technological developments as they apply to the patient and service administration.
- Cover for occasional unplanned absence of colleagues.
- Assignment to support gynaecology services as required.
- Perform other duties as required by the supervising Consultant / Clinical Director / Employer.

Legislation / Policy / Procedures:

- Co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation comply with statutory and regulatory requirements, agreed training principles where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity at Work, Trust in Care, Flexible Working Scheme etc.).
- Co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments.
- Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice.
- Be aware of risk management issues, identify risks and take appropriate action.

Education and Training:

- Attend at NCHD Induction.
- Participate in mandatory and recommended educational and professional development programmes in accordance with organisational / professional requirements.
- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development.
- Make satisfactory progress in his / her training and development as per the requirements of the training body.
- Engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department.
- Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.

	<p>Health & Safety:</p> <ul style="list-style-type: none"> • Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. • Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice. • Work in a safe manner with due care and attention to the safety of self and others • Be aware of risk management issues, identify risks and take appropriate action. • Promote a culture that values diversity and respect. • Adequately identifies, assesses, manages and monitors risk within their area of responsibility. • Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. • Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service. <p>Administrative:</p> <ul style="list-style-type: none"> • Ensure good working practice and adherence to standards of best practice. • Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services. • Assist the Consultant / Clinical Director / Employer in service development, including policy development and implementation. • Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information / statistics as required. • Engage in service audit and demonstrate the achievement of the service objectives. • Represent the department / profession / team at meetings and conferences as appropriate. • Keep up to date with change and developments within the Irish Health Service. <p><i>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</i></p>
Eligibility Criteria Qualifications and/ or experience	<p>Each candidate must on closing date for applications:</p> <p>Be actively registered in the Register of Medical Practitioners, maintained by the Medical Council of Ireland, in accordance with the Medical Practitioners Act 2007.</p> <p>Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by: The Medical Council of Ireland or Irish Dental Council.</p> <p>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.</p> <p>Character</p>

	<p>Each candidate for and any person holding the office must be of good character.</p> <p>Desirable Criteria:</p> <ul style="list-style-type: none"> • Experience working within the Irish healthcare system
Post Specific Requirements	
Skills/ Competencies	<p>Technical & Professional Expertise Has a command over the technical/ professional skills and knowledge required within the job holder's role and continues to upskill to maintain high professional standards and continuous professional development requirements.</p> <p>Patient Centred Demonstrates eagerness to understand patient needs. Views the patient as central to the delivery of every day service through consistent understanding, tolerance, care support and empathy while promoting empowerment, independence and choice.</p> <p>Leadership and Management Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating RCSI Hospital Group services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.</p> <p>Building & Maintaining Relationships Builds and maintains relationships with a network of people. Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships. Interacts with others in a manner that builds respects and fosters trust.</p> <p>Commitment to Quality & Risk Management The ability to focus on understanding stakeholder's needs and expectations and to respond effectively and efficiently to them. Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.</p> <p>Problem Solving & Decision Making Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.</p> <p>Attention of Detail Is thorough and precise when accomplishing a task showing concerns for all aspects of the job; developing detailed plans; accurately checking processes and tasks</p> <p>Communication & Interpersonal Skills Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action.</p>
Competition Specific Selection Process	Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore, it is very important that you think about your experience in light of those requirements.
Shortlisting / Interview	<u>Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.</u>

	Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.
Code of Practice	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code Of Practice, Information For Candidates".</p> <p>Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.</p>
	<p>The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.</p> <p><i>This Job Description is intended as a basic guide to the scope and responsibilities of the position and is subject to regular review and amendment. The role holder will be required to be flexible in this position and is expected to facilitate working additional hours on occasion, when requested.</i></p> <p>HSE Dublin and North East Health Region is an Equal Opportunities Employer.</p>

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Terms and Conditions of Employment

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Tenure	<p>The current vacancies are Fixed Term.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at "expression of interest" stage.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.</p>
Remuneration	<p>The Salary scale for the post is as at: €54,203 56,868 60,899 63,554 68,891 71,544 74,133</p> <p>New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.</p>
Working Week	<p>The standard working week applying to the post is: 39 Hours</p> <p>HSE Circular 003-2009 "Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016" applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).</p>
Annual Leave	<p>The annual leave associated with the post will be in line with HSE annual leave entitlements and will be outlined at job offer stage.</p>
Superannuation	<p>This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004</p>
Age	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p>* <u>Public Servants not affected by this legislation:</u></p> <p>Public servants joining the public service, or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>

Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.
Infection Control	Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role.
Health & Safety	<p>It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).</p> <p>Key responsibilities include:</p> <ul style="list-style-type: none"> • Developing a SSSS for the department/service¹, as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures². • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. <p>Note: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p>

¹ A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

² See link on health and safety web-pages to latest Incident Management Policy