HSE National Job Specification Template V.23

Locum Consultant Child & Adolescent Psychiatrist

**Job Specification & Terms and Conditions**

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| **Job Title, Grade Code** | Locum Consultant Child & Adolescent Psychiatrist, HSE West & North West Region, CAMHS Mayo South  Consultant Child & Adolescent Psychiatrist Grade Code 1457  Síciatraí Comhairleach do Leanaí & d’Ógánaigh |
| **Remuneration** | The salary scale for the post is:  The Department of Health Salary Scale (01/03/2025) for the post is:  €231,215, €243,713, €256,906, €263,850, €270,793, €277,736  New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies. |
| **Campaign Reference** | WNW012 |
| **Closing Date** | 5pm Tuesday 17th June 2025 |
| **Proposed Interview Date (s)** | Proposed Interviews to be held as soon as possible after closing date  Candidates will normally be given at least two weeks' notice of interview. The timescale may be reduced in exceptional circumstances. |
| **Taking up Appointment** | A start date will be indicated at job offer stage. |
| **Location of Post** | Mayo South  Maigh Eo Theas  There is currently a fixed term/ whole-time vacancy available in Child & Adolescent Psychiatry Mental Health Services, Mayo  A panel may be formed as a result of this campaign for from which current and future, fixed term and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | We welcome enquiries about the role.  Contact Dr. Amanda Burke,  Executive Clinical Director, CAMHS, Galway, Roscommon, Mayo Email: [amanda.burke@hse.ie](mailto:amanda.burke@hse.ie) for further information about the role.  Contact Lorraine Gleeson, Medical Workforce Manager, Email: [MedicalManpower.CHO2@hse.ie](mailto:MedicalManpower.CHO2@hse.ie) for enquiries relating to the recruitment process. |
| **Details of Service** | HSE West and North West, Child and Adolescent Mental Health Services Mayo is a specialist service providing assessment and treatment for children & adolescents up to the age of 18 years. CAMHS Mayo comprises of 2 Consultant led community mental health teams and a Day Hospital covering a population of 125,648 (Census 2016) in the Mayo catchment area.  The post holder will provide clinical leadership to the multidisciplinary team and the effect of the appointment will be to provide a comprehensive CAMHS service to young people under the age of 18 in Mayo area in line with ‘Sharing the Vision’.  The Consultant appointed will also work with the existing CAMHS consultant led teams in order to expand capacity to respond to demands/needs in Mayo Mental Health Services.    The effect of this appointment is to ensure the continuation of a comprehensive community based secondary care CAMHS service for patients to which General Practitioners and other medical personnel including General Hospital Consultants, Liaison Consultant and ED Doctors can refer. |
| **Reporting Relationship** | **Reporting relationships associated with the post**:  Executive Clinical Director, HSE West & North West, Child & Adolescent Mental Health Services, Galway, Roscommon, Mayo |
| **Key Working Relationships** | The Consultant will work with an existing multi-disciplinary team to provide a quality service to young people and their families in line with best practice.  1 Consultant Psychiatrist (this application)  1 Registrar  1 Social Work Team Leader  1 Social Worker – basic grade  1 Clinical Nurse Manager II  1 Clinical Nurse Specialist  1 Senior Speech & Language Therapist  0.5 Senior Dietitian  1 Project Worker  2 Clerical Officers  1 Business Manager |
| **Purpose of the Post** | In line with ‘A Vision for Change’, the HSE West and North West, Galway, Roscommon, Mayo Mental Health Service will continue to maintain and develop the Community Mental Health Teams to enhance Community Mental Health service provision, develop and roll out the clinical programmes, and improve early intervention services for children to progressively support the population to build resilience and positive mental.  It is intended that this post will provide mental health patients with an appropriate level of service in a timely manner which is unmet at present, therefore it is not intended that this post will change the workload of any existing CAMHS team. |
| **Principal Duties and Responsibilities** | 1. To participate in development of and undertake all duties and functions pertinent to the Consultant’s area of competence, as set out within the Clinical Directorate Service Plan and in line with policies as specified by the Employer. 2. To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services. 3. To work within the framework of the hospital / agency’s service plan and/or levels of service (volume, types etc.) as determined by the Employer. Service planning for individual clinical services will be progressed through the Clinical Directorate structure or other arrangements as apply. 4. To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II). 5. To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director / Employer periodically. The Clinical Directorate Service Plan shall be reviewed periodically at the request of the Consultant or Clinical Director / Employer. The Consultant may initially seek internal review of the determinations of the Clinical Director regarding the Service Plan. 6. To participate in the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed. The Consultant shall receive training and support to enable him/her to participate fully in such structures. 7. To provide, as appropriate, consultation in the Consultant’s area of designated expertise in respect of patients of other Consultants at their request. 8. To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training. 9. To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant’s care. 10. To participate as a right and obligation in selection processes for non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The Employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved in the selection process. 11. To participate in clinical audit and proactive risk management and facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures. 12. To participate in and facilitate production of all data/information required to validate delivery of duties and functions and inform planning and management of service delivery.  * To be responsible for the care and treatment of patients in his/her clinical care. * To arrange for the discharge from care of all patients in his/her clinical charge. * To attend children’s homes, clinics or sites maintained by the HSE as appropriate and to provide either there at or in the appropriate hospital such diagnostic, treatment or consultation services as may be appropriate. * To attend, as Consultant Child and Adolescent Psychiatrist, as and when required in any hospital or institution managed by the HSE. * To supervise the clinical work and the record keeping of all non consultant hospital doctors and multidisciplinary staff attached to his/her department in the hospital. * To keep comprehensive and current medical records on all patients seen as required by the HSE. * The consultant will work in collaboration with other consultants in Galway and Roscommon providing support and cross cover when required**.** * To furnish, on request, to a Registered Medical Practitioner authorised by the HSE or the Minister, the clinical details regarding any person who is or has been under his/her care in the hospital or clinic, on production of the written consent of the person (or the written consent of the person’s representative). * Whenever the Minister is of the opinion, however, that it would not be in the interests of the common good to seek such consent and he certifies accordingly the officer shall furnish the required information to a Registered Medical Practitioner authorised by the Minister. * Where, however, the officer is of the opinion that the nature of the case is such that he/she should inform the patient of the requirement of the Minister he/she shall be at liberty to do so. It is not intended that this requirement will operate in a manner, which would detract from the patient’s character or reputation. * To issue or arrange for the issue of, to or in respect of any patient under his/her care in a hospital or referred to him/her at a clinic, and without payment by or on behalf of the patients or by the HSE any certificates which might reasonably be required by such patients in regard to the state of his/her health in connection with his/her normal employment or his/her entitlement to benefit under any scheme of social insurance or assistance. * To participate in a system of professional practice review to support the maintenance of service quality and standards. * To be responsible for the maintenance of appropriate liaison arrangements between his/her department, the hospital and the patient’s normal medical attendants. * Provide a consultation Child and Adolescent Mental Health Service to hospitals/services in the geographical area.   **ORGANISATIONAL**   * To lead and co-ordinate a multi-disciplinary team providing assessment and therapeutic services in the Inpatient Unit for the HSE Child and Adolescent Mental Health Services. * To work in partnership with other Consultant colleagues at all times. * Participate in activities such as Clinical Practice, Risk Management, Health and Safety, Financial, Administration, HR. * Participation in research and development. Completion of statistics required by the relevant Statutory Bodies (e.g. Mental Health Commission, Health Research Board and as required by the HSE). * To work collaboratively with HSE managers, administrative staff and supporting structures in all matters pertaining to the general efficiency of the service. * To participate in structured arrangements for the determination of resource provision and utilisation, service planning and evaluation and performance review within the Department of Child and Adolescent Mental Health for the HSE. * To participate in an on-call rota for the service. * To provide, maintain and verify all relevant information required by the HSE and to ensure accuracy of inputs to service planning and the review of service performance. * To negotiate and agree with the HSE a Schedule of Commitment and Practice Plans that is consistent with the optimum use of available resources and facilities and with the Schedule of Commitments and Practice Plans of colleagues in line with Consultant Contract 2008. * To keep such records as may be required from time to time by the HSE and to participate in representative and collaborative working arrangements. * To be involved in recruitment, supervision and training of assigned non consultant hospital doctors in conjunction with consultant colleagues throughout the Child and Adolescent Mental Health Service. * May take on role of A/Clinical Director in rotation with consultant colleagues in Child and Adolescent Mental Health Service.   **TEACHING**   * To provide education and training to Non Consultant Hospital Doctors, General Practitioners, Area Medical Officers, Nursing Staff and Allied Health Professionals and other multidisciplinary staff as appropriate. * To actively participate and promote continuing education and research activities within the Child and Adolescent Mental Health Service to include both medical and multidisciplinary education and research activities. * There is a commitment in this post to the teaching of medical students, particularly University of Galway.   **GENERAL**   * To reside within such distance as may be required by the HSE. * To perform such duties appropriate to the office as may be assigned to him/her by the HSE. * The person appointed to the office is a Designated Officer under the Protections for Persons Reporting Child Abuse Act 1998 to receive reports of child abuse. Such officers will on receiving a report of child abuse formally notify the relevant Child Care Manager.   **Risk Management, Quality, Health & Safety**   * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **All Mental Health Jobs**   * Staff will work in accordance with the principles and values of recovery as described in the National Framework for Recovery for Irish Mental Health Services 2018-2020. Check the [Framework](https://www.hse.ie/eng/services/list/4/mental-health-services/advancingrecoveryireland/national-framework-for-recovery-in-mental-health/) for any updates.   **The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Professional Qualifications**  Full registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of Child and Adolescent Psychiatry.  Demonstrate up to date knowledge of all aspects of Child and Adolescent Psychiatry practice.  **Entry to competition / recruitment process**  No candidate will be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland.  The successful interviewee must be registered as a Specialist in the relevant speciality on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and produce evidence of special interest training where relevant.  **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** | * Demonstrate evidence of effective planning and organising skills including awareness of resource management and importance of value for money * Demonstrate ability to manage deadlines and effectively handle multiple tasks * Demonstrate effective communication skills including: the ability to present information in a clear and concise manner; the ability to facilitate and manage groups through the learning process; the ability to give constructive feedback to encourage learning * Demonstrate awareness and appreciation of the service user * Demonstrate leadership and team management skills including the ability to work with multi disciplinary team members * Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and respect. * Demonstrate evidence of computer skills including use of Microsoft Word, Excel, and email systems * Demonstrate a working knowledge of the hospital I. T system |
| **Other requirements specific to the post** | * have access to appropriate transport to fulfil the requirements of the role * participate in an on-call rota |
| **Skills, competencies and/or knowledge** | **Professional Knowledge & Experience**   * Demonstrates knowledge and experience relevant to the role as per the duties & responsibilities, eligibility criteria and post specific requirements of the role * Maximises the use of ICT, demonstrating excellent computer skills particularly Microsoft Office, Outlook etc. * Demonstrate the ability to work in line with relevant policies and procedures   **Planning and Managing Services**   * Contributes to the development of business and service plans to achieve service goals. * Manages resources to ensure the delivery of safe and efficient services. * Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity. * Manages performance, holding themselves and others accountable for service outcomes.   **Working with Others**   * Develops networks and works in partnership with patients/service users, carers and colleagues within and across systems to deliver and improve services. * Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding. * Encourages contribution creating an environment where others have the opportunity to contribute. * Works within teams to deliver and improve services.   **Setting Direction**   * Identify the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment. * Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement. * Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession. * Measures and evaluates outcomes taking corrective action where necessary and being accountable for decisions.   **Improving Services**   * Ensures patient safety by assessing and managing the risk to patients associated with service developments, balancing economic considerations with the need for patient safety. * Critically evaluates services to identify where services can be improved, working individually or as part of a team. * Encourages improvement and innovation, creating a climate of continuous service improvement. * Facilitates transformation, actively contributing to change processes that lead to improved healthcare.   **Demonstrating Personal Qualities**   * Is aware of own values, principles and assumptions and able to learn from experience. * Organises and manages self while taking account of the needs and priorities of others. * Learns through participating in continuing professional development and from experience and feedback. * Acts with integrity, behaving in an open, honest and ethical manner**.** |
| **Campaign Specific Selection Process**  **Ranking/Shortlisting / Interview** | A ranking and or shortlisting exercise may be carried out on the basis of information supplied in your application form. The criteria for ranking and or shortlisting are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of this job specification. Therefore it is very important that you think about your experience in light of those requirements.  Failure to include information regarding these requirements may result in you not progressing to the next stage of the selection process.  Those successful at the ranking stage of this process, where applied, will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation. |
| **Diversity, Equality and Inclusion** | The HSE is an equal opportunities employer.  Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience.  The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated.  The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long-term health condition.  Read more about the HSE’s commitment to [Diversity, Equality and Inclusion](https://www.hse.ie/eng/staff/resources/diversity/diversity.html) |
| **Code of Practice** | The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).  The CPSA is responsible for establishing the principles to be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards to be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process.  Read the [CPSA Code of Practice](https://www.cpsa.ie/pdf/?file=https://assets.cpsa.ie/media/275828/b88e3648-c663-4293-9471-d2d75bd1d685.pdf). |
| The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed.  This Job Specification is a guide to the general range of duties assigned to the post holder. It is intended to be neither definitive nor restrictive and is subject to periodic review with the employee concerned. | |

Locum Consultant Child & Adolescent Psychiatrist

**Terms and Conditions of Employment**

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| **Tenure** | The current vacancy available is temporary and whole time.  The post is pensionable. A panel may be created from which fixed term and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013. |
| **Working Week** | The standard weekly working hours of attendance for your grade are **37** hours per week. Your normal weekly working hours are **37** hours. Contracted hours that are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent. |
| **Annual Leave** | The annual leave associated with the post will be confirmed at Contracting stage. |
| **Superannuation** | This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st January 2005 pursuant to Section 60 of the Health Act 2004 are entitled to superannuation benefit terms under the HSE Scheme which are no less favourable to those which they were entitled to at 31st December 2004 |
| **Age** | The Public Service Superannuation (Age of Retirement) Act, 2018\* set 70 years as the compulsory retirement age for public servants.  ***\* Public Servants not affected by this legislation:***  Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.  Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70. |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Children Guidance and Legislation** | The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies.  Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities.  Visit [HSE Children First](https://www.hse.ie/eng/services/list/2/primarycare/childrenfirst/resources/) for further information, guidance and resources. |
| **Infection Control** | Have a working knowledge of Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. |
| **Health & Safety** | It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS).  Key responsibilities include:   * Developing a SSSS for the department/service[[1]](#footnote-2), as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. * Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. * Consulting and communicating with staff and safety representatives on OSH matters. * Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. * Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[[2]](#footnote-3). * Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. * Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.   **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS. |
| **Ethics in Public Office 1995 and 2001** | Positions remunerated at or above the minimum point of the Grade VIII salary scale are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply with the requirements of the Ethics in Public Office Acts 1995 and 2001 as outlined below:  A) In accordance with Section 18 of the Ethics in Public Office Act 1995, a person holding such a post is required to prepare and furnish an annual statement of any interests which could materially influence the performance of the official functions of the post. This annual statement of interest should be submitted to the Chief Executive Officer not later than 31st January in the following year.  B) In addition to the annual statement, a person holding such a post is required, whenever they are performing a function as an employee of the HSE and have actual knowledge, or a connected person, has a material interest in a matter to which the function relates, provide at the time a statement of the facts of that interest. A person holding such a post should provide such statement to the Chief Executive Officer. The function in question cannot be performed unless there are compelling reasons to do so and, if this is the case, those compelling reasons must be stated in writing and must be provided to the Chief Executive Officer.  C) A person holding such a post is required under the Ethics in Public Office Acts 1995 and 2001 to act in accordance with any guidelines or advice published or given by the Standards in Public Office Commission. Guidelines for public servants on compliance with the provisions of the Ethics in Public Office Acts 1995 and 2001 are available on the [Standards Commission’s website](https://www.sipo.ie/). |

1. [↑](#footnote-ref-2)
2. [↑](#footnote-ref-3)