

**Additional Campaign Information**

**Psychologist Senior**

**HSE Disability Services**

**NRS14721**

Dear Candidate,

We want you to join our teams of highly skilled professionals, working and learning together for the people and families who use our disability services.

Disability services are provided for people with disabilities and their carers. These services include basic health services as well as assessment, rehabilitation, income maintenance, community care and residential care respite, home care and daycare.

Some services are provided directly by the HSE. Community, residential and rehabilitative training services are provided by voluntary organisations with grant aid from the HSE.

The National Recruitment Service are running this targeted recruitment campaign to fill immediate vacancies that currently exist for Senior Psychologists in HSE Disability Services. The vacancies listed at the link below are for the specified locations only.

<https://careerhub.hse.ie/immediate-vacancies/>

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.

The listed vacancies are only a small section of disability jobs currently available. To see more HSE jobs in disabilities go to [www.hse.ie/jobs](http://www.hse.ie/jobs)

We can alert you to all relevant jobs advertised on the HSE website by you registering your details with Career Hub by clicking on the link below:

<https://careerhub.hse.ie>

Our funded organisations recruit directly, go to their websites to see their available jobs

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 are interested in taking up one of the current vacancies in the HSE Disability Services. The list of current vacancies are published at the link below:

<https://careerhub.hse.ie/immediate-vacancies/>

*Please note, this list will be updated as posts are filled or new ones become available so we recommend that you regularly check this page for updates.*

**Please note these posts have already been offered to candidates on the national panel for Psychologist Senior. Therefore if you are currently on the national panel for Psychologist Senior, you do not need to apply.**

For more details:

• On the qualifications and eligibility criteria please see Appendix 1.

• 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. **What do I need to consider at application stage?**

This recruitment campaign is being run to fill immediate Psychologist Senior vacancies in the HSE Disability Services which are unable to fill from the existing national Psychologist Senior panel. The list of vacancies available will be published at the following link:

<https://careerhub.hse.ie/immediate-vacancies/>

Candidates will be asked to indicate in their application form, the post(s) that they are interested in. The National Recruitment Service will then schedule interviews for the current vacancies. Eligible candidates who indicated their interest in that vacancy will be invited to attend. At interview candidates will be marked on their competencies and their total score will determine their order of merit. The post will be offered to the candidate with the highest order of merit. Once a post is filled or a new one becomes available the list of current vacancies will be updated so we advise interested applicants to check the website on a regular basis.

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. If you have not received an email response within 2 working days, it is your responsibility to contact the NRS via email to [applyalliedhealth@hse.ie](mailto:applyalliedhealth@hse.ie) to verify that your email has been received.
* To make sure 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 applications are received, 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.**
* 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

Please note that the National Recruitment Service will only 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 in the Disability Services that cannot be filled from the existing national panel. 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.
* If you are interested in one of the available posts, you must complete the relevant application form and return it via email to [applyalliedhealth@hse.ie](mailto:applyalliedhealth@hse.ie)
* 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.
* Any applicant who does not meet the eligibility criteria will be informed of that decision and the reason why.
* The NRS will regularly schedule interviews for interested applicants.
* **Candidates invited to interview will be given more details regarding the interview at a later date.**
* Candidates who are successful at interview will be ranked in order of merit according to their total score.
* Offers will be made to successful candidates based on their preferences and order of merit post interview.
* 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/>

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. **Formation of Panels**

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.

**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 on the panel.

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. on the panel and Mary will be number 3 b. on the panel.

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 for a panel 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.

**Future panels**

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

1. **Acceptance / Declination of a Recommendation to Proceed**

The time lines and panel 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 on the panel. Please see Appendix 5 for a full outline of the panel management rules.

1. **Campaign Time Scales**

The HSE has ongoing opportunities for Senior Psychologists in Disability Services. In order to meet this requirement this advertisement will remain live for the foreseeable future so that qualified candidates can submit applications throughout the year. Throughout the lifetime of this rolling campaign we will continually draw from the applicant pool, processing applications and holding interviews in order to fill current and future vacancies. Interview dates will be communicated to eligible applicants as soon as they are scheduled.

1. **Security Clearance**

When a panel member 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 Ciara Dolan, Campaign Lead ([Ciara.Dolan4@hse.ie](mailto:Ciara.Dolan4@hse.ie)) within **5 working days** of receipt of a decision.

**Formal Review/Complaint**

Request must be submitted by email to Michelle Nolan, 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 Learning modules are also available on HSELand. They can be accessed by entering ‘*Getting a Job in the HSE*’ in the search function.

**Appendix 1**

**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, 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 in Disability (Child and Adult) **Note 2.**

**Or**

* Applicants with an educational psychology qualification must demonstrate that they have acquired in appropriate health settings 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 in Disability (Child) **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.

**Qualifications obtained outside the Republic of Ireland must be validated by the Department of Health.**

Further details on this process can be found on the Department of Health website <http://health.gov.ie/>

The professional body for Psychologists in Ireland is the Psychological Society of Ireland (PSI). The PSI also provide information regarding the validation process, please see their website [www.psihq.ie](http://www.psihq.ie)

* Applicants who are successful at interview and have qualified outside of the Republic of Ireland may remain dormant on the panel and will not be offered any post until they can provide evidence to the NRS that their qualifications have been validated by the Department of Health. If you are offered a post and it subsequently emerges that your qualifications are not validated at the time of job offer, the job offer may be withdrawn and you may be made dormant on the panel.
* Therefore if you are interested in pursuing a career in Psychology with the HSE, we strongly recommend that you commence the validation procedures now. Seeking validation of qualifications is the responsibility of the applicant.
* Please note validation can take up to **six months.** The Directive 2005/36/EC provides for an application to be acknowledged within one month of receipt.  During this time, the application is scrutinised to ensure that the appropriate documentation has been submitted.  If the application is in order a formal acknowledgement is issued and timeframe for decision commences.  If not in order, a request for additional information is issued.  On receipt of the additional information, this is the date that the timeframe for decision commences, i.e. 4 months for EEA nationals and 6 months for Non EEA nationals.

**\*Dormant** = you retain your place on the panel but you are not contacted about opportunities

**NOTE ON THE VALIDATION PROCESS**

Validation is the process whereby non-Irish qualifications are assessed under EU Directive 2005/36/EC for their equivalence to the Irish qualifications required to work in the public health sector in Ireland. Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications, applies to all Member State nationals wishing to practice a regulated profession in a Member State other than that in which they obtained their professional qualifications

**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. 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).

As per the Report of the Psychology Review Implementation Group June 2017, and the clarification received from National HR January 2018 the “Appropriate Health Setting” descriptor is as follows:

**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.

**Child Disability**

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

Appropriate Health Care Setting:

The experience needs to be in health care settings which provide access to a broad range of experience with children with complex disabilities with an age range spanning from Early Intervention (Birth to age 5/6 years) to School Age Services (Age 5/6 to 18 years). The candidate will need to have gained experience with, or in, the following:

* Working with children as a member of a multidisciplinary team involving a range of professionals which include disciplines such as, Speech and Language Therapists, Occupational Therapists, Social Workers, Early Education Specialists, Paediatricians, Physiotherapists, as well as relevant other health care professionals.
* Working in a variety of settings such as preschools, schools, family homes, respite centres, including cross agency experiences, so that skills are developed in meeting needs across the range of settings required of a member of a Children’s Disability Team.
* Supervised experience must be gained in services/teams who are, or will be, partners in the HSE’s national framework: Progressing Disability Services for Children and Young People.

Client groups within the Health Care Setting:

Within the HSE, Child Disability services encompass children aged from birth to 18 years with complex disabilities. Candidates:

* Must have gained experience of engaging with children with disabilities such as, intellectual disability, Autistic Spectrum Disorder, physical, emotional, and sensory related disabilities, in direct work, and indirectly through consultation with their families, 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 (birth to aged 5/6 years) to School Age Services (aged 5/6 years to 18 years).
* Must have gained experience in completing a diagnostic workup from start to completion, including being a member of a team who informs parents of the disability experienced by the child.
* Must have gained experience of supports required by parents on learning of their child’s life long needs.
* 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, Child Disability services are required to offer a broad range of assessments, including diagnostic assessments, and short and long term interventions. Psychologists need to have clear formulations that lead to evidence based interventions with outcome evaluations evident. As such, candidates 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 child’s presentation.
* They have gained experience of using psychometric instruments to assist with treatment planning and to review the child’s progress overtime. They include assessments of cognitive and adaptive functioning and more broad based inventories to measure functional needs and goals; and address any social, behavioural, and emotional needs that may be present.
* They are informed of emerging referral needs in the Children’s Disability Teams, such as gender identity issues and develop skills in the assessment and intervention of mental health needs, and the associated differential diagnostic issues that arise particularly for children with ASD, syndromes, and comorbid neurological conditions, such as epilepsy etc.
* They have gained experience in the assessment and intervention needs of children across Early Intervention and School Age referrals working as part of a multidisciplinary team collaborating with key partners including parents, and staff members in preschools, schools, respite locations, etc.
* They have gained experience of using risk assessments to while collaborating with multidisciplinary colleagues, frontline staff, and families in supporting the child.
* They have gained experience in conducting risk assessments with particular reference to child protection, self-harm, self-injurious behaviours, behaviours directed to others, and have a clear understanding of policies, procedures, and best practice interventions to managing these support needs.
* 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 with regard to behavioural challenges that can be self-directed and directed towards others.
* They will have experience in writing correspondence and reports to inform multidisciplinary and frontline colleague of the outcome of their work.

**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:

**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 showing you have permission to be in this State.**

**and**

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp 4EUfam, Stamp 5, Stamp 6.

**or**

*\* A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1.*

**OR**

**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 showing you have permission to be in this State**

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 3 and scanned copies of the following (mandatory)

**and**

Marriage/Civil Partnership Certificate

And

Spouse’s passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit (CSEP).

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

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

**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 panel member 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/police\_certificates.aspx

<http://www.police.uk/forces/> 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**

[www.police.govt.nz](http://www.police.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/about-us/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**

**PANEL MANAGEMENT RULES**

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in order of merit. The time lines and panel management 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 order of merit on the panel.

**Frequently used terms:**

**Expression of Interest:** An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

**Recommendation to Proceed**: A recommendation to proceed simply means that you are the candidate who expressed an interest in a post and is highest in order of merit and will be invited to proceed to the next stage of the recruitment process (pre-employment clearances) i.e. reference checking, occupational health and garda vetting etc

**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 on the panel, the second highest score is no.2 etc.

**Expression of Interest**

* An “Expression of Interest” is an invitation offering you the opportunity to express your interest in a post.  It should not be considered a job offer. This will outline the details of the position in terms of location, tenure, job title, description of the post / service as well as contact details for the Service Manager to discuss the service / department. We strongly recommend that you do so. You will be made aware by an “alert” text to your mobile phone to advise you that an expression of interest has issued.
* “Expression of Interest” invitations have a deadline and once the deadline has passed, no further expressions of interest will be accepted. The deadline will be outlined to you in the email
* Expression of Interest responses will only be accepted in the format that is outlined in the “Expression of Interest” invitation
* HSE National Recruitment Services may issue “Expression of Interest” invitations to more than one candidate on a panel at a time
* Following “Expression of Interest” responses and deadline, the candidate who expressed  interest in the post **and** is highest in order of merit will be given a “Recommendation to Proceed invitation” to progress to the next stage of the recruitment process (pre-employment clearances)
* If you respond to an “Expression of Interest” invitation with “Interested” and you are not the highest in order of merit on the “Expressed Interest list” your position on the panel will remain unchanged
* If you respond to an  “Expression of Interest” invitation with “not Interested” your position on the panel will remain unchanged
* If you do not respond to an “Expression of Interest” invitation we will assume that you do not wish to express an interest in the position and your position on the panel will remain unchanged
* If the person who is highest in order of merit on the “Expressed Interest list” progresses to Recruitment clearances and subsequently withdraws we may revert to the next highest person in order of merit on the “Expressed Interest list” or depending on the time that has lapsed we may issue a new “Expression of Interest”

**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 as your decision may have an impact on your status on the panel.

If you advise the National Recruitment Service that you wish to proceed to the next stage of the Recruitment Process i.e. pre-employment clearances, the following rules apply based on the role that you are progressing with:

**If you agree to progress with a Specified Purpose Post**

* You will no longer be eligible for any further “Expressions of Interests” for Specified Purpose posts, however, you will keep your place on the panel for “Expressions of Interests” for Permanent Posts.
* and you later decline during the pre-employment clearance stage you will keep your place on the panel for both Specified Purpose and Permanent posts

**If you agree to progress with a Permanent Post**

* You will no longer be eligible for any further expressions of interest and will be removed from the panel
* and you later decline during the pre-employment clearance stage you will remain removed from the panel

**Please note the following important information:**

* “Recommendation to Proceed” responses will only be accepted in the format that is outlined in the “Recommendation to Proceed” invitation.
* “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.
* 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***.***
* HSE Recruitment posts are subject to budgetary approval, satisfactory references, appropriate registration, security and medical clearances which will be sought as required.
* The HSE reserves the right to withdraw a recommendation to proceed if not satisfied with all aspects in this regard.
* The HSE determines the merit, appropriateness and relevance of references.
* A contract of employment is only valid when received in writing and signed by both parties (i.e. candidate and HSE).
* If you take up employment in a Specified Purpose post, you can advise NRS by email to [asknrs@hse.ie](mailto:asknrs@hse.ie) when you are within three months of the end of your contract. We will then activate you on the panel again for Specified Purpose “Expressions of Interests”

**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, 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 |
| Children’s Disability Network Teams |
| MHID Teams |
| CAMHS ID Teams |
| 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 |