



Job Specification & Terms and Conditions

Job Title and Grade	Consultant General Physician/Nephrologist - Temporary Post
Competition Reference	SJL/12-2018/1
Closing Date	12 noon Friday 4 th January 2019
Proposed Interview Date (s)	TBC
Taking up Appointment	Ideally, the successful candidate will take up duty no later than 1 st March 2019. The appointment is temporary for 12 months
Additional Information	Informal Enquiries to: Dr. Cornelius Cronin Consultant Physician St. John's Hospital Limerick Email: cornelius.cronin@stjohnshospital.ie Phone: 061-462222
Location of Post	This is an appointment to St. John's Hospital, Limerick on a Type B basis under the Consultants' Contract 2008 by the Health Service Executive. The Contract to be offered to the appointee is the Consultants' Contract 2008 (as per the standard text issued by the HSE). The commitment for this post will be to St. John's Hospital, Limerick for 30 hours per week and to University Hospital Limerick for 9 hours per week. This post must be aligned to and facilitate implementation of national health policy, support delivery of relevant performance outcomes and may be restructured in future in line with new clinical service models.
Organisational Area	HSE - University of Limerick Hospitals Group
Details of Service	<u>What service does unit provide?</u> The service provides General Internal Medicine at St. John's Model 2S Hospital and Nephrology at University Hospital Limerick (Model 4). The service pertains to General Internal Medicine at St. John's Hospital including Inpatients, Outpatient Clinics and Medical Assessment Unit. The Nephrology component of the job relates to the Tuesday afternoon out-patient clinic in University Hospital Limerick and haemodialysis cover in the UHL satellite unit along with inpatient care including Intensive Care Unit, High Dependency Unit and Coronary Care Unit. In addition there is a renal Consultation service <u>What client group is served by this unit?</u> General Internal Medicine at St. John's Hospital serves a population base of 400,000 (Mid-West). Nephrology services are delivered to same population base and it incorporates patients with chronic kidney disease, dialysis patients and transplant patients at the University Hospital Limerick. There is also a busy inpatient service (Nephrology) dealing with acute kidney injury, critically ill patients in the Intensive Care Unit, managing 2 Dialysis Units, one at University Hospital Limerick and one at the Dialysis Unit. Patient numbers on dialysis is approximately 250. Transplant patients 150 and patients with chronic kidney disease attending clinic 500 <u>What future developments for this service at St. John's Hospital</u>

	<p>We hope to intensify and expand the expertise available for our inpatients. This will involve increasing supports for management in monitoring of frail, elderly patients and patients with Diabetes Mellitus. From the Nephrology point of view there will be an expansion of the home dialysis in the Mid-West/University of Limerick Hospital Group. Expansion of the dialysis patient population will occur because of the increasingly elderly population changing demographics in the Mid-West region.</p> <p><u>TEAM STRUCTURE</u></p> <p><u>St. John's Hospital</u> 1:4 on call rota 4 Medical Teams - Each team consists of</p> <ul style="list-style-type: none"> • 1 Registrar • 2 SHO's (1 BST and 1 GP Training) • 0.5 Intern per Team <p>Supported by Nurse Specialists in Diabetes Mellitus, Bladder Care, Respiratory, Infection Control and Palliative Care. In addition within the team structure we have substantial input from Pharmacy and Physiotherapy.</p> <p><u>UHL</u> Team of 4 Nephrologists With SpR/Registrar/SO/Intern support</p> <p><u>AREA COVERED</u> Geographical area covered is Limerick City, Co Limerick, Co Clare and North Tipperary</p>
<p>Reporting Relationship</p>	<p>The Consultant's reporting relationship and accountability for the discharge of his/her contract is:</p> <p style="padding-left: 40px;">i) to the Chief Executive Officer/General Manager/Master of the hospital (or other employing institution) through his/her Clinical Director¹ (where such is in place). The Hospital Group Chief Executive Officer or Chief Officer, Community Health Organisation may require the Consultant to report to him/her from time to time.</p>
<p>Purpose of the Post</p>	<p>To act as a Consultant Physician within St. John's Hospital and within a team based model of care, sharing infrastructures, NCHD and support staff but retaining named Consultants' responsibility for individual patients. Participate in the delivery of nephrology services.</p>
<p>Principal Duties and Responsibilities</p>	<p>Standard Duties and responsibilities</p> <p>a) 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.</p> <p>b) To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.</p>

- c) 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.
- d) To co-operate with the expeditious implementation of the Disciplinary Procedure.
- e) 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.
- f) 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.
- g) To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.
- h) 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.
- i) To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care.
- j) 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.
- k) 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.
- l) 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.

Operational, strategic, developmental, clinical, administrative and other duties that will apply to the post:

	<p><u>Key Responsibilities</u> St. John's Hospital inpatient workload 20-25 patients. These are generally referred from University Hospital Limerick or admitted from the Medical Assessment Unit. In addition to management of general internal medicine in this patient group, there is also a consultation service with additional speciality and nurse speciality support in the outpatient setting. The focus is on general internal medicine, renal diseases, cardiac diseases, and hypertension. There is a multi-disciplinary approach to patient care at St. John's Hospital with additional support from Nurse Specialists, Physiotherapy, and Pharmacy.</p> <p>At UHL, key responsibilities relate to renal clinic, inpatient consultation service and renal on-call commitments.</p> <p><u>Doing the Job</u> The service is consultant driven with daily ward rounds. There is 1:4 on call rota. General internal medicine at St. John's Hospital and renal on call at UHL.</p> <p><u>Key Tasks</u> Patient care/acute emergency/teaching supervision of NCHD's and preparation for membership exams as well as inpatient care, multi-disciplinary approach is taken and family meetings are carried out on a regular basis.</p> <p><u>Most Important Aspects of the Job</u> Dedicated team work with patient focused care</p> <p><u>Responsibilities</u> Inpatient, Outpatient, NCHD's, Team work, On call</p> <p><u>Spend Most Time Doing</u> Inpatient Care, Outpatient clinics, Administration which includes participation in the medical board at St. John's Hospital and the Department of Medicine at UHL.</p> <p><u>Managerial Responsibilities</u> Weekly meetings with Deputy Chief Executive and participation in Department of Medicine meetings at UHL. Involvement at committee level include drugs and therapeutics committee and clinical audit committee.</p> <p>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.</p>
<p>Eligibility Criteria</p> <p>Qualifications and/or experience</p>	<p>Professional Qualifications 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 one of the following:</p> <ul style="list-style-type: none"> • Geriatrics • Nephrology • Endocrinology • Respiratory

	<p>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.</p> <p>Age Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.</p> <p>Health A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post 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 A candidate for and any person holding the post must be of good character.</p> <p>Entry to competition and subsequent appointment For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfil the eligibility requirements laid down in the information pack for the post. The successful interviewee must be registered as a Specialist in the relevant specialty 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</p> <p>Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.</p> <p>Section 62 Post (If Applicable) It is noted that this post of Consultant in Medicine is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of St. John's Hospital, Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.</p>
<p>Skills, competencies and/or knowledge</p>	<p>Working with Others</p> <ul style="list-style-type: none"> • 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.

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.

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 is 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.
Competition Specific Selection Process Ranking/Shortlisting /Interview	<p>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.</p> <p><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></p>
Protection of Persons Reporting Child Abuse Act 1998	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
Code of Practice	<p>The Public Appointment Service will run this campaign in compliance with the Code of Practice prepared by the Commissioners 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 applicants 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.cpsa.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>This job description 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.</p>	

**Terms and Conditions of Employment
Consultant Physician Medicine**

Tenure	<p>The appointment is whole-time, temporary and pensionable Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p> <p>A panel may be formed from which other permanent vacancies for Consultant in Medicine at St. John's Hospital, Limerick for 39 hours per week may be filled</p>												
Remuneration	<p>The annual salary will be as set out in the Consultant Contract 2008 (as per standard text issued by the HSE) for Contract Type B: Medical Consultants Salary Scales from 1st October, 2018 - New Entrant (Clinicians) from 1st October 2012* who are parties to the Haddington Road Agreement:</p> <p>SALARY SCALE</p> <table style="width: 100%; border: none;"> <tr> <td style="text-align: left;">€128,085</td> <td style="text-align: left;">€132,620</td> <td style="text-align: left;">€138,883</td> <td style="text-align: left;">€142,121</td> <td style="text-align: left;">€146,441</td> <td style="text-align: left;">€150,769</td> </tr> <tr> <td style="text-align: left;">€155,121</td> <td style="text-align: left;">€161,649</td> <td style="text-align: left;">€168,177</td> <td></td> <td></td> <td></td> </tr> </table> <p>Note: *Consultants taking up posts under these scales may benefit from incremental credit up to the 6th point</p> <p>Serving Consultants moving from permanent posts are allowed to retain their existing salary scales (Applicants who are currently in permanent employment as a Consultant in the Irish public health system on a salary scale other than that applicable from 1st October 2012 retain eligibility for payment under that scale if appointed to this post)</p>	€128,085	€132,620	€138,883	€142,121	€146,441	€150,769	€155,121	€161,649	€168,177			
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Working Week	The standard working week applying to the post is: 39 hours per week												
Annual Leave	The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997												
Superannuation	<p>This is a pensionable position within the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Please be advised that pension scheme membership will be notified within the contract of employment.</p> <p>Members of pre-existing pension schemes who transferred to the HSE on 1st 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 to which they were entitled at 31st December 2004.</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.												

<p>Protection of Persons Reporting Child Abuse Act 1998</p>	<p>As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act. You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment.</p>
<p>Infection Control</p>	<p>All HSE Employees must have a working knowledge of 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.</p>
<p>Ethics in Public Office 1995 and 2001</p> <p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€65,812 as at 01.04.17)</p> <p>Positions remunerated at or above €162,867 at 1 April 2018.</p>	<p>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 65,812 as at 01.04.2017) 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;</p> <p>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.</p> <p>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.</p> <p>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 http://www.sipo.gov.ie/</p> <p>Positions remunerated at or above €162,867 as at 1st April 2018 are designated positions under the Ethics in Public Office Acts 1995 and 2001.</p> <p>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</p>

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.

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.

Under the Standards in Public Office Act 2001, the post holder must within nine months of the date of appointment provide the following documents to the Standards in Public Office Commission at 18 Lower Lesson Street, Dublin 2:

1. A Statutory Declaration, which has been made by the post holder not more than one month before or after the date of the appointment, attesting to compliance with the tax obligations set out in section 25(1) of the Standards in Public Office Act and declaring that nothing in section 25(2) prevents the issue to the post holder of a tax clearance certificate
2. and either
 - (a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or
 - (b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.

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 <http://www.sipo.gov.ie/>