



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

### St. John's Hospital, Limerick Medical Registrar

#### Job Specification, Terms and Conditions:

Job Title, Grade and Grade Code	Medical Registrar Grade Code: 1530
Competition Reference	SJL/03/2019/2
Whole Time Equivalent	1 WTE
Closing Date	05/04/2019 12.00
Proposed Interview date(s)	To be confirmed
Taking up Appointment	A start date will be indicated at job offer stage
Duration of Post	Temporary Post 12 month Contract
Location of Post	St. John's Hospital, John's Square, Limerick
Organisational Area	St. John's Hospital Limerick, UL Hospitals Group, HSE West
Post Specific Information	Details on this campaign can be found at <a href="http://www.stjohnshospital.ie/management-and-administration/recruitment/">http://www.stjohnshospital.ie/management-and-administration/recruitment/</a>
Details of Service	St John's Hospital, Limerick is a level 2S, Acute General city centre Voluntary Hospital for adults. It is part of the University of Limerick Hospitals Group. Currently has a total of 89 inpatient beds and provides a general acute hospital service to the catchment area of Limerick. The acute services are as follows: General Medicine including MAU, LIU, General Surgery, Gynaecology surgery Day and in -patient, Urology surgery day and in-patient, Day Dermatology surgery. Pain service, , Out-patient service, Radiology , Pre-op Assessment.
Service mission, vision and values	St. John's is an acute General Public Voluntary Hospital, funded by the Health Service Executive.  <u>Mission statement</u> Faithful to our tradition, we provide the highest possible standard of care and treatment in a professional and compassionate manner to every person who avails of our services.  <u>Aims and Objectives</u> 1. To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.

	<p>2. To provide healthcare based on the assessed needs and preferences of our service users which ensures mutual respect, holistic care and continuous learning, and training.</p> <p>3. To monitor, evaluate and continually improve our services.</p>
<b>Reporting Arrangements</b>	The NCHD's reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director. The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required.
<b>Purpose of the Post</b>	<p>During the appointment the successful candidate will be, under the supervision of the Consultant / Clinical Director / Employer, participate in and deliver a quality health care service.</p> <p>Appointees will be required to actively engage in continuing professional education and development in accordance with organisational / professional requirements.</p>
<b>Principle Duties and Responsibilities</b>	<p>The NCHD's standard duties and responsibilities include, as directed by the Consultant / Clinical Director / Employer to, inter alia:</p> <ul style="list-style-type: none"> <li>• participate as a member of a multi-disciplinary team in the provision of medical care to patients;</li> <li>• diagnose and treat patients;</li> <li>• ensure that duties and functions are undertaken in a manner that prioritises the safety and well being of patients;</li> <li>• assess patients on admission and/or discharge as required and write detailed reports in the case notes;</li> <li>• order and interpret diagnostic tests;</li> <li>• initiate and monitor treatment;</li> <li>• communicate effectively with patients and clients;</li> <li>• attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patients chart; follow through with actions arising from the round;</li> <li>• represent the department / profession / team at meetings and conferences as appropriate</li> <li>• further progress knowledge of diagnosis and management;</li> <li>• participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data / information for same;</li> <li>• co-operate with investigations, enquiries or audit relating to the provision of health services;</li> <li>• maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council 'Guide to Ethical Conduct and Behaviour' (<a href="http://www.medicalcouncil.ie">www.medicalcouncil.ie</a>);</li> <li>• seek advice and assistance from the Consultant / Clinical Director / Employer with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance;</li> <li>• engage in technological developments as they apply to the patient and service administration</li> <li>• cover for occasional unplanned absence of colleagues;</li> <li>• perform other duties as required by the supervising Consultant / Clinical Director / Employer.</li> <li>• Participation in the General Medical On Call Rota</li> </ul> <p><b>Legislation / Policy / Procedures:</b> Co-operate with such measures as are necessary to ensure compliance with t</p>

	<p>requirements of the European Working Time Directive and related Irish legislation</p> <p>comply with statutory and regulatory requirements, agreed training principles where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc)</p> <p>co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments;</p> <p>document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice;</p> <p>be aware of risk management issues, identify risks and take appropriate action</p> <p><b>Education and Training:</b></p> <ul style="list-style-type: none"> <li>• attend at NCHD Induction;</li> <li>• participate in mandatory and recommended educational and professional development programmes in accordance with organisational / professional requirements;</li> <li>• maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development;</li> <li>• make satisfactory progress in his / her training and development as per the requirements of the training body;</li> <li>• engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department.</li> </ul> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards;</li> <li>• Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice;</li> <li>• Work in a safe manner with due care and attention to the safety of self and others</li> <li>• Be aware of risk management issues, identify risks and take appropriate action;</li> <li>• Promote a culture that values diversity and respect.</li> </ul> <p><b>Administrative:</b></p> <ul style="list-style-type: none"> <li>• Ensure good working practice and adherence to standards of best practice</li> <li>• Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services;</li> <li>• Assist the Consultant / Clinical Director / Employer in service development including policy development and implementation;</li> <li>• Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information / statistics as required;</li> </ul>
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	<ul style="list-style-type: none"> <li>• Engage in service audit and demonstrate the achievement of the service objectives;</li> <li>• Represent the department / profession / team at meetings and conferences as appropriate;</li> <li>• Keep up to date with change and developments within the Irish Health Service.</li> </ul> <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>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>
<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p>Candidates must possess, on the closing date:</p> <p><b>Before taking up the post:</b> Each successful candidate must be registered in the Register of Medical Practitioners, maintained by the Medical Council of Ireland, in accordance with the Medical Practitioners Act 2007 by 16<sup>th</sup> June 2017 or earlier to take up appointment from that time.</p> <p><b>IELTS</b></p> <p>(International English Language Testing System) certificate with an overall band score of 7.0 and a minimum score of 6.5 in each of the four domains - reading, writing, listening and speaking - on the academic test. The test must be undertaken no more than two years prior to the date of it being submitted to the employer. While a doctor may sit the above test as often as they wish, the above scores must have been achieved at only one sitting of the IELTS test. Results from more than one test sitting cannot be amalgamated. Any cost incurred in relation to the IELTS exam will be borne by the applicant. Information on IELTS is available at <a href="http://www.ielts.org">www.ielts.org</a>;</p> <p><b>Health</b></p> <p>A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b></p> <p>Each candidate for and any person holding the office must be of good character.</p> <p><b>Age</b></p> <p>Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation 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><b>Essential Skills, competencies</b></p>	<ul style="list-style-type: none"> <li>• sufficient command of the English language to effectively carry out the duties and responsibilities of the role. The HSE reserves the right to</li> </ul>

<p>and/or knowledge</p>	<p>require appointees to undertake a test of English language competency at any point in their employment;</p> <ul style="list-style-type: none"> <li>• sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role;</li> <li>• an ability to apply knowledge to evidence based practice;</li> <li>• effective team skills and leadership potential;</li> <li>• the ability to plan and deliver care in an effective and resourceful manner;</li> <li>• an ability to manage and develop self in a busy working environment;</li> <li>• the ability to effectively evaluate clinical information and make appropriate decisions;</li> <li>• a commitment to assuring high standards and strive for a patient centred service;</li> <li>• effective team skills;</li> <li>• effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc and good presentation skills;</li> <li>• awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect;</li> <li>• flexibility and openness to change;</li> <li>• ability to utilise supervision effectively;</li> <li>• a willingness to develop IT skills relevant to the role.</li> <li>• Be Registered with the Irish Medical Council of Ireland</li> <li>• Have achieved or be prepared to achieve ACLS certification</li> </ul>
<p>Competition Specific Selection Process</p> <p>Short listing / Interview</p>	<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>
<p>Code of Practice</p>	<p>St. John's Hospital will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice.</p> <p>Codes of Practice are published by the CPSA and are available on <a href="http://www.hse.ie">www.hse.ie</a> in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on <a href="http://www.cpsa-online.ie">www.cpsa-online.ie</a>.</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>	

<b>Tenure</b>	<p>The appointment is whole-time and temporary 12 month contract</p> <p>A panel may be created from which temporary vacancies may be filled in St. John's Hospital, Limerick.</p> <p>Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004.</p>
<b>Remuneration</b>	<p>The Department of Health salary scale (01/10/18) for the post is:</p> <p><b>Registrar : €55,872 to €65,794 p.a. (6 points)</b></p>
<b>Working Week</b>	<p>Successful candidates will be contracted to undertake duties and provide such services as are set out in the job description and in the manner specified in the NCHD contract for 39 hours per week. The 39 hours are as determined by the relevant service roster and include a paid lunch break. The successful candidate will be required to deliver these hours on any five days out of the seven in a week as determined by the Employer.</p>
<b>Annual Leave</b>	<p>Annual leave is granted in accordance with the provisions of the Organisation of Working Time Act 1997.</p>
<b>Superannuation</b>	<p>All pensionable staff become members of the pension scheme.</p>
<b>Probation</b>	<p><b>Every appointment of a person who is not already an 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.</b></p>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	<p>This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.</p>
<b>Infection Control</b>	<p>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.</p>