



St. John's Hospital, Limerick

**Consultant Physician General Internal Medicine Special Interest in Endocrinology  
Job Specification, Terms and Conditions:**

<b>Job Title, Grade and Grade Code</b>	<b>Consultant Physician General Internal Medicine Special Interest in Endocrinology</b>  Grade Code - 1163
<b>Competition Reference</b>	SJL10/2023/01
<b>Whole Time Equivalent</b>	1 WTE
<b>Closing Date</b>	Friday 24 <sup>th</sup> November 2023
<b>Proposed Interview date(s)</b>	Within 2 weeks of closing date.
<b>Taking up Appointment</b>	Due to service needs the successful candidate must be in a position to take up the post as soon as possible, therefore a GNIB Stamp 4 or Irish/EU citizenship is required
<b>Duration of Post</b>	Fixed term Wholetime post - 12 months
<b>Additional Information</b>	<b>Informal Enquiries to:</b>  Dr Eithne Mulloy Associate Clinical Director, St John's Hospital <a href="mailto:acd@stjohnshospital.ie">acd@stjohnshospital.ie</a>
<b>Location of Post</b>	This is an appointment to St. John's Hospital Limerick on a Public Only Consultant Contract 2023 (POCC23). The commitment for this post will be to St. John's Hospital Limerick for 37 hours per week. The post holder will work between Inpatients, the Medical Assessment Unit and Diabetes clinics in St John's Hospital with attendance at meetings and Endocrinology clinics at University Hospital Limerick as may be required.
<b>Application Details</b>	Applications and CV via email only to <a href="mailto:recruitment@stjohnshospital.ie">recruitment@stjohnshospital.ie</a>
<b>Competition Specific Selection Process</b>  <b>Ranking/Shortlisting / Interview</b>	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.  <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>

<b>Organisational Area</b>	St John's Hospital, Limerick- University of Limerick Hospitals Group.
<b>Details of Service</b>	<p>St John's Hospital, Limerick is Voluntary Hospital founded in 1780 by the Little Company of Mary Sisters. It is a Model 2S, acute general hospital funded by the HSE via a service level agreement and is a member of University of Limerick Hospitals Group (ULHG). It is a longstanding teaching hospital for medical, nursing and allied healthcare professional staff and is an academic partner of the University of Limerick. The hospital provides a wide range of inpatient and outpatient services, including general medicine, general surgery, urology, gynaecology and endoscopy services. The hospital also has an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. The Injury Unit is the busiest in the Midwest region and second busiest Unit nationally after the Mercy Hospital (Source: HSE BIU data October 2022)</p> <p>We are committed to providing the highest quality service to all our patients in a professional, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner at all times with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and to promote patient participation in their care. We encourage good interpersonal relationships and we collaborate extensively with key external stakeholders including the HSE, Voluntary Healthcare Forum and other local healthcare providers. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for both present and future health service staff.</p> <p>The Hospital has a total of 99 beds - 89 In-Patient beds and 10 Day Care beds. The In-Patient specialties are General Medicine, General Surgery and Gynaecology. We also have an Urgent Care Centre incorporating a Local Injuries Unit and Medical Assessment Unit. We are a Teaching Hospital affiliated to the University of Limerick.</p> <p>Our 5-year Strategy (2022-2027) includes a key business plan for a new in-patient bed block to be built on site, bringing the total number of beds on site to 200. We are working with the HSE to support our business plan by approving funding for the development and resources needed for the additional bed capacity.</p> <p>Other clinical services provided on site include:</p> <ul style="list-style-type: none"> <li>• Consultant Out-Patient Clinics</li> <li>• Diagnostic Radiological and Laboratory services</li> <li>• Day Surgery</li> <li>• Clinical Nurse Specialists in the areas of Diabetes, Continence Management, Respiratory Care, Tissue Viability, Infection Control, Palliative Care and Pain Management</li> <li>• A Dietetic service providing nutritional assessment, dietary advice, education and evaluation</li> <li>• Occupational Therapy</li> <li>• Speech and Language Therapy</li> <li>• Social worker support</li> <li>• Physiotherapy services</li> <li>• Chaplaincy Service</li> </ul>

	<p><b>Clinical Research and Innovation:</b></p> <p>We have an active Audit, Research and Innovation Committee and links with an integrated Rapid Innovation Unit which collaborates with clinical staff across UL Hospitals to enhance patient and staff experience, producing many pioneering quality improvement initiatives.</p>
<p><b>Purpose, vision, mission and values</b></p>	<p><b>Our Purpose</b> Together we work to enhance the health and wellbeing of all those in our care and inspire those who deliver it every day.</p> <p><b>Our Vision</b> To be a leading provider of healthcare services where innovation and excellence are at the heart of the patient experience.</p> <p><b>Mission statement</b> 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.</p> <p><b>Our Values</b> To listen to each other and seek opportunities to help and support one another</p> <p>To deliver high quality, safe and reliable healthcare in accordance with evidence based best practice in an effectively managed and maintained environment.</p> <p>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>To deliver excellence in care through monitoring, evaluating and continually improving our services.</p>
<p><b>Purpose of the Post</b></p>	<p>To perform as a <b>Consultant Physician General Internal Medicine Special Interest in Endocrinology</b> within St. John’s Hospital and with a team-based model of care, sharing infrastructures, NCHD and support staff but retaining named Consultant responsibility for individual patients.</p> <p>As Clinician Physician, he/she will provide inpatient care to medical patients, and to participate in approved duty rotas for medical call, medical assessment unit, general ward duties/care of inpatients, out of hours, nights, weekend and annual leave cover. He/she will conduct regular endocrinology outpatient clinics</p> <p>The post includes attendance at and participation in the Model 4 Diabetes clinics located in University Hospital Limerick, and participation in ULHG Department of Endocrinology service developments and attendance at meetings as may be required.</p> <p>To act as an educational supervisor for trainee doctors and to provide clinical governance to the Diabetes Clinical Nurse Specialist as required.</p>

	<p>The Public Only Consultants' Contract 2023 provides for a standard working week of 37 hours to support the hospital in the delivery of extended consultant provided services. To meet service needs, the appointee's core weekly working hours will be scheduled to occur between 8.00 a.m. and 10.00 p.m. Mondays to Fridays and between 8.00 a.m. and 6.00 p.m. on rostered Saturdays.</p>
<p><b>Role Summary</b></p>	<p>The post holder will have a shared working role in the care of inpatients in General Internal Medicine and the candidate's specialist area of Endocrinology and the Hospital's Medical Assessment Unit.</p> <p><b><u>General Internal Medicine &amp; Endocrinology</u></b></p> <ol style="list-style-type: none"> <li>1. To contribute to the management of General Medicine and Endocrinology patients and to deliver General Internal Medicine and Endocrinology services at St John's Hospital. This will include management of inpatients, in house patient consultations, outpatient clinic commitments and input and management of Endocrinology and diabetes services within St John's Hospital, including clinical governance for the Clinical Nurse Specialist in Diabetes.</li> <li>2. Together with the support of the multidisciplinary team comprising nursing, NCHDs, physiotherapy, radiology and pharmacy staff, the post holder will support the hospital to achieve the key performance indices in the National Acute Medicine Programme.</li> <li>3. The post holder will be part of a team-based approach to the delivery of an efficient service in General Internal Medicine &amp; Endocrinology and MAU at St John's Hospital and will interface with the Associate Clinical Director, Director of Operations, Nurse Management and general physician body in the hospital to develop key protocols to enhance the efficiency and quality of medical care.</li> <li>4. The post holder will be a Consultant General Physician based at St John's Hospital, registered in the specialist division of the Irish Medical Council in Endocrinology and General Internal Medicine, and will provide high quality care for patients who present to St John's. The appointee will be one of 6 consultants who will form a critical part of the on-call system and will be vital in the decision-making process for patients requiring admission or transfer to the Model 4 and Model 2 Hospitals.</li> <li>5. The post holder will be responsible for medical governance of patients under their care and will actively participate in service planning and attendance at Medical Board meetings.</li> <li>6. This role will include participation in the on-call rota within St John's Hospital which is presently 1:5</li> <li>7. <b><u>General Internal Medicine &amp; Endocrinology Referral and Access</u></b> <ol style="list-style-type: none"> <li>i) Patients are primarily admitted to St. John's Hospital directly from the Medical Assessment Unit based at St. John's Hospital, the Emergency Department at University Hospital Limerick, and patient transfers from UL Hospitals Group.</li> <li>ii) Patients are also referred via In-Patient consultations, direct General Practitioner referrals and Outpatients.</li> </ol> </li> </ol>

### Medical Assessment Unit

1. The Medical Assessment Unit operates on a seven day per week basis and is one of three MAU departments in UL Hospitals Group whose primary aim is to improve efficiency in the admission process for unplanned care and to reduce unnecessary attendances to the Emergency Department in UHL where it is clinically appropriate to attend MAU instead. MAU in a model 2 hospital will manage GP referred differentiated medical patients.
2. The MAU provides comprehensive, multidisciplinary patient-centred care by dedicated teams in the hospital. The MAU provides specialist physician assessment, review and evaluation of the medical patient at the beginning of the hospital care pathway with better coordination to discharge.
3. This purpose built 7 bay unit which is turned over twice daily is where all stable medical patients are assessed including direct transfers from ED, University Hospital Limerick to designated MAU slots. Early access to key diagnostics will be available and it is expected that a consultant delivered service with early access to a senior medical decision maker (consultant) will help ensure early diagnosis, initiation of a definitive management plan and reduce numbers of admissions and length of stay.
4. This is a hands-on role which involves review of all patients admitted through the Unit. The candidate is expected to coordinate the assessment of all acute medical patients that present to St John's Hospital MAU at that time period.
5. MAU referral and access
  - i) Patients are referred to the MAU via the bed bureau, direct GP referrals and direct Emergency Department at University Hospital Limerick referrals. Patients may also be directly transferred by the ambulance service in accordance with specific Model 2 criteria and following acceptance by the treating physician.
  - ii) Patients are primarily admitted to St. John's Hospital directly from the Medical Assessment Unit based at St. John's Hospital, the Emergency Department at University Hospital Limerick, and general patient transfers from UHL ward and clinic settings.

### Future developments

Clinical governance for the diabetes unit in St John's Hospital which operates in conjunction with the Department of Endocrinology ULHG, to support the enhancement of diabetes services at St John's Hospital. The post holder will work collaboratively with the department of Endocrinology, UHLG.

### New Bed block

St John's Hospital is advancing a capital development proposal for a new bed block to replace the current bed block and create new beds to meet capacity demands in the region.

	<p><b><u>Teaching, Audit, CNME and Study leave</u></b>  The post requires, as one of its principal responsibilities, commitment to the teaching of NCHDs rotating through University of Limerick Hospital Group. The postholder is expected to lead the weekly academic teaching round and to participate in other postgraduate activities as required. The postholder will have access to the Clinical Education and Research Centre (CERC) based at University Hospital Limerick, Grand Round presentations and medical case conferences via Group-wide videoconferencing facilities.</p>
<p><b>Reporting Arrangements</b></p>	<p>The Consultant's reporting relationship and accountability for the discharge of his/her contract is:</p> <ul style="list-style-type: none"> <li>• To the Chief Executive Officer/General Manager/Master of the hospital (or other employing institution) through his/her Associate Clinical Director (where such is in place).</li> </ul>
<p><b>Principle Duties and Responsibilities</b></p>	<p><b>Standard Duties and responsibilities</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>b) To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.</li> <li>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.</li> <li>d) To co-operate with the expeditious implementation of the Disciplinary Procedure.</li> <li>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.</li> <li>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.</li> <li>g) To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.</li> <li>h) To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times having due</li> </ol>

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:**

**Key Responsibilities:** The management of medical in-patient, endocrinology and MAU patient cohort.

St. John's Hospital has 70 medical inpatient beds. These patients 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.

St. John's Hospital daily MAU workload is circa 18 patients. New to review ratio comprises of 14 new referrals per day and approximately 4 review patients per day. These patients are referred via GP's and the Emergency Department in University Hospital Limerick through the bed bureau. It is envisaged that the successful candidate will spend approximately 1 day per week working in the MAU department depending on service need.

The post includes participation in the Model 4 Diabetes clinics located at University Hospital Limerick, participation in ULHG Department of Endocrinology service developments and/or rotation to the Community Diabetes service as may be required, in consultation with the postholder.

There is a multi-disciplinary approach to patient care at St. John's Hospital with additional support from Advanced Nurse Practitioners, Nurse Specialists, Physiotherapy, and Pharmacy professionals. This is a hands-on consultant role which requires regular review of patients throughout the day in conjunction with the NCHDs and nursing staff.



	<p><b><u>Most Important Aspects of the Job</u></b>  Dedicated team work with patient focused care  Maintaining optimal patient flow  Clinical Leadership</p> <p><b><u>Spend Most Time Doing</u></b></p> <p>Inpatient Care, Outpatient Clinics, MAU patient care and administration which includes participation in service planning, clinical audit, participation in the medical board at St John’s Hospital and the Department of Medicine at UHL.</p> <p><b><u>Managerial Responsibilities</u></b>  Weekly meetings with Associate Clinical Director, Chief Executive and participation in Department of Medicine meetings at St John’s and where required, at UHL. Involvement at committee level including Safer Better Healthcare committees and the Hospital’s clinical audit committee. Attendance at monthly Service Heads meetings, as required.</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><b>Eligibility Criteria</b></p> <p><b>Qualifications and/or experience</b></p>	<p><b>Professional Qualifications</b>  Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the following specialities:</p> <ul style="list-style-type: none"> <li>• General Internal Medicine and Endocrinology</li> </ul> <p><b>Entry to competition / recruitment process</b>  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><b>Health</b>  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><b>Character</b>  A candidate for and any person holding the post must be of good character.</p> <p><b>Entry to competition and subsequent appointment</b>  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</p>



	<p>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><b>Section 62 Post (If Applicable)</b> 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><b>Essential Skills, competencies and/or knowledge</b></p>	<p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Develops networks and works in partnership with patients/service users, carers and colleagues within and across systems to deliver and improve services.</li> <li>• Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding.</li> <li>• Encourages contribution creating an environment where others have the opportunity to contribute.</li> <li>• Works within teams to deliver and improve services.</li> </ul> <p><b>Managing Services</b></p> <ul style="list-style-type: none"> <li>• Contributes to the development of business and service plans to achieve service goals.</li> <li>• Manages resources to ensure the delivery of safe and efficient services.</li> <li>• Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity.</li> <li>• Manages performance, holding themselves and others accountable for service outcomes.</li> </ul> <p><b>Supporting Change</b></p> <ul style="list-style-type: none"> <li>• Identify the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment.</li> <li>• Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement.</li> <li>• Makes sound evidence-based decisions consistent with the values and priorities of the organisation and profession.</li> <li>• Measures and evaluates outcomes taking corrective action where necessary and being accountable for decisions.</li> </ul>

	<p><b>Improving Services</b></p> <ul style="list-style-type: none"> <li>• Ensures patient safety by assessing and managing the risk to patients associated with service developments, balancing economic considerations with the need for patient safety.</li> <li>• Critically evaluates services to identify where services can be improved, working individually or as part of a team.</li> <li>• Encourages improvement and innovation, creating a climate of continuous service improvement.</li> <li>• Facilitates transformation, actively contributing to change processes that lead to improved healthcare.</li> <li>• Actively participate in Quality Improvement, policy review and patient safety processes including adverse incident management</li> </ul> <p><b>Staff Supervision and Training</b></p> <ul style="list-style-type: none"> <li>• Participate in the selection, supervision and training of Non-Consultant Hospital Doctors (NCHDs) and the allocation of duties to them.</li> <li>• Contribute to the provision of structured training and situational learning opportunities for NCHDs on recognised training programs including HST, BST and GP training schemes and support the clinical and professional development of staff within the hospital.</li> <li>• Provide training and clinical support, as requested, to non-medical staff in the department, including Clinical Nurse Specialists, Advanced Nurse Practitioners and other healthcare workers.</li> <li>• Supervise students in medical, nursing and allied health professions assigned to the department.</li> </ul> <p><b>Academic Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Engage in research and audit activities in the department as appropriate to the post.</li> </ul> <p><b>Demonstrating Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Is aware of own values, principles and assumptions and is able to learn from experience.</li> <li>• Organises and manages self while taking account of the needs and priorities of others.</li> <li>• Learns through participating in continuing professional development and from experience and feedback.</li> <li>• Acts with integrity, behaving in an open, honest and ethical manner.</li> </ul>
<p><b>Competition Specific Selection Process</b></p> <p><b>Short listing / Interview</b></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>

<b>Children First Act 2015</b>	This post is covered by Schedule 2 of the Children First Act 2015 which specifies a registered medical practitioner as a Mandated Person for the purposes of the Act. Appointment to this post appoints one as a “mandated person” in accordance with Schedule 2 of the Act. You will remain a mandated person 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 Act. Upon appointment you will be expected to complete the Children First e-Learning module on HSELand and any other training deemed relevant by your Supervisor to enable you to carry out your responsibilities under the Act accordingly. Further information about your responsibilities under the Act will be provided upon appointment.
<b>Code of Practice</b>	St John’s Hospital will adhere to the code of practice as stipulated by the Public Appointment Service 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.”  Codes of practice are published by the CPSA and are available on <a href="http://www.cpsa.ie">www.cpsa.ie</a>
<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 General Internal Medicine Special Interest in Endocrinology

<b>Tenure</b>	The appointment is whole-time, temporary and pensionable for 12 months (renewable).
<b>Remuneration</b>	<p>The annual salary shall be based on the new Public only Consultants Contract Salary scale.</p> <p>The Department of Health salary scale (01/10/2023) for the post is:</p> <p>€217,325; €229,071; €241,473; €247,999; €25,524; €261,051;</p>
<b>Working Week</b>	The standard working week applying to the post is: 37 hours per week

<b>Annual Leave</b>	Annual leave will be in accordance with the Public Only Consultants Contract 2023. It will be necessary to ensure that this leave is taken so that, on receipt of notification the Administrative head of the Department/Specialty may make appropriate cover and other arrangements.
<b>Superannuation</b>	This is a pensionable position. 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. 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.
<b>Probation</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>Age:</b>	<p>The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.</p> <p><b>*Public Servants not affected by this legislation:</b> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age.</p> <p>Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.</p>
<b>Protection of Persons Reporting Child Abuse Act 1998</b>	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.
<b>Infection Control</b>	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.
<b>Ethics in Public Office 1995 and 2001</b>  <b>Positions remunerated at or above the minimum point of the Grade VIII salary scale (€65,812 as at 01.04.17)</b>	<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 St John's Hospital 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</p>

<p><b>Positions remunerated at or above €174,688 at 1 April 2020.</b></p>	<p>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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p> <p>Positions remunerated at or above €191,924 as at 1<sup>st</sup> October 2023 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 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 St John's Hospital 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>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:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. and either       <ol style="list-style-type: none"> <li>(a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or</li> <li>(b) an Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment.</li> </ol> </li> </ol> <p>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 <a href="http://www.sipo.gov.ie/">http://www.sipo.gov.ie/</a></p>
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