

**Additional Campaign Information**

**Dietitian Senior - Disabilities**

 **HSE Mid-West Community Healthcare CHO3**

 **Campaign Reference: MWCH 24.021**

Dear Candidate,

Thank you for your interest in the post of Dietitian Senior.

A panel may be created as a result of this recruitment campaign (MWCH 24.021) from which current and future permanent or specified purpose posts may be filled.

This document outlines how the recruitment process will be run and the important dates linked to the recruitment campaign.

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| 1.  | **Who should apply?**  |

We are seeking applications from all suitably qualified individuals who are interested in working as a Dietitian Senior

There are criteria that apply to applicants being deemed eligible or ineligible. Information on this is available on the appendices detailed below:

* For more details on the qualifications and eligibility criteria, please see Appendix 1.
* For information on ‘Non-European Economic Area Applicants’ please see Appendix 2.
* For information on ‘Security Clearance’ please see Appendix 3.
* Please note that we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes. Please see Appendix 4 for more information on this.
* For information on ‘Panel Management Rules’, please see Appendix 5.

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| 2.  | **How do I apply for this post?**  |

You must upload your completed Application Form particular to this post via Rezoomo only.

Please see link below

* <https://www.rezoomo.com/company/community-healthcare-mid-west/jobs/>
* Online application submissions will receive a response to let you know that we have received your application We check eligibility of the applicants after the closing date therefore it is important that you ensure you have fully demonstrated your eligibility for the campaign in your application form.
* **Please ensure to upload your application form- failure to do so will result in your application not being considered.**
* Applications must be submitted via **Rezoomo (online application portal) 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 CV is uploaded (if required) as an (not a link to an on line storage site e.g. Google Drive) when submitting your application.
* The Human Resources Department can only accept complete applications received by the closing date and time **5th July 2024 @ midnight.**

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| 3.  | **How will the selection process be run?**   |

* You must complete the official online application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* 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.
* There may be a number of stages of selection and short-listing or a ranking exercise may take place. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, post specific requirements, competencies and/or knowledge section of the job specification. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in ‘bands’ depending on the service needs of the organisation
* Any applicant who did not meet the eligibility criteria or was not shortlisted will be informed of that decision and the reason why.
* Candidates who have demonstrated the requisite skills and experience will be called to interview.
* Any candidate invited to interview will be given more details regarding the interview at a later date.
* Candidates who are successful at interview will be placed on a panel in order of merit.
* We will offer the posts to the candidates with the highest scores on the panel.
* If a candidate declines the post we will offer it to the next highest scoring candidate etc.
* 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.

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| 4.  | **Formation of Panels**  |

 **What is a panel?**

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate on the panel who expressed an interest. Once a panel is formed, it remains in existence for 1 year and may be extended. A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.

# Marking System

Candidates are given marks for skill areas during the interview. These elements are clearly indicated on the Application Form.

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 on the panel and Mary will be number 4 on the panel.

Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth.

Please note that in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

# Future panels

Please note that candidates successful at interview and placed on the panel formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

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 permanent and temporary Specified Purpose posts that may arise. The HSE may modify panel management rules in line with service needs during the lifetime of the panel and will notify all remaining candidates of any changes.

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| 5.  | **Acceptance / Declination of a Job Offer**  |

The timelines 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.

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| 6.  | **Campaign Time Scales**  |

The closing date for applications is: **5th July 2024 @ midnight.**

Proposed interview date: To be confirmed and may be held on short notice due to the urgency of filling this post. Interviews will be held in person only, therefore candidates must be available to present for interview.

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| 7.  | **Security Clearance**  |

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for the post. Please see **Appendix 3** for more information on international clearances.

# Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to a Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review, candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to johny.aramyalil@hse.ie

Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision.

Informal appeals after interview must be submitted within 5 working days of notification of a decision.

Please note that informal appeals must be submitted within 5 working days of notification of a decision.

**We encourage you to visit** [www.cpsa.ie](http://www.cpsa.ie/)**for further information on the Code of Practice and informal and formal review procedures.**

# Appendix 1

## Eligibility Criteria – Qualifications and/or Experience

**Candidates must have at the latest date of application: -**

1. **Statutory Registration, Professional, Experience, etc.**
2. **Candidates for Appointment must:**
3. Be registered, or be eligible for registration as a Dietitian by the Dietitians Registration Board at CORU

 **And**

1. Have 3 years full time (or an aggregate of 3 years full time) post qualification dietetic experience

**And**

1. Candidates must have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office

**And**

1. Provide proof of Statutory Registration on the Dietitians Register maintained

 by the Dietitians Register maintained by the Dietitians Registration Board at

 CORU before a contract of employment can be issued.

1. **Annual Registration**
2. On appointment practitioners must maintain annual registration on the Dietitians Register maintained by the Dietitians Registration Board at CORU

**And**

1. Practitioner must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC)
2. **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.

1. **Character**

Each candidate for and any person holding the office must be of good character

 **Post Specific Requirements**

* Demonstrate experience in Paediatrics as relevant to the role
* Demonstrate some evidence of post-graduate training/education in Paediatrics as relevant to the role.

**Other Requirements Specific to the Post**

* Access to appropriate transport as a significant portion of the appointees work will be carried out across sites. This means that the appointee’s place of work may be in other CDNT’s to perform duties related to the role.

# Appendix 2

## (i) EEA Nationals

EEA nationals who do not require work permits/visas/authorizations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, 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 (GNIB card) showing Stamp 1, Stamp 4/4EUfam, Stamp 5.

 **Or**

 A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

 **And**

 Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5.

 **Or**

* If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

***Please note that 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 visit the Department of Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.ie/)

**Please note:**

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

# Appendix 3

All appointments will require satisfactory security clearances. Please note that if you require overseas security clearance and are unable to produce it at the time of a job offer then the job offer may be withdrawn.

If you lived in any country for 6 months or more 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) is 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.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by the National Recruitment Service for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, 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** London: <http://content.met.police.uk/Site/infomationaboutyourself>[Metropolitan Police Service - Your right to information](http://www.met.police.uk/information/)

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk/)

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/> [www.north-wales.police.uk](http://www.north-wales.police.uk/)

The <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 Force’s 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.courts.govt.nz](http://www.courts.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** **http://travel.state.gov/travel/tips/emergencies/emergencies\_1201.html**

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 receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer may be withdrawn.

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**

## Candidates who CANNOT APPLY

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

### 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) 
* Voluntary Redundancy Scheme 2010 (VRS) 

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 updated (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 for Post**: 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.

**Permanent Whole Time Posts**

You will have a specific timeframe in which to express an interest in a permanent post.  You will be made aware by email of details of the post and the last date by which you may express an interest.

Human Resources may notify more than one candidate, in order of merit that a permanent post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances.  Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change.  If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email.  It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally proceed to pre-employment clearances for a permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel**

Please note that candidates successful at interview and placed on the panel formed through this recruitment campaign will not be considered as applicants for future recruitment campaigns to supplement this primary panel.  This applies if you are still active on the panel.  *(Panel members who have accepted a specified purpose contract are considered active panel members)*

Thetime span and deadline for to expressing interest will be clearly indicated on your Expression of Interest email. **We strongly advise candidates to pay due attention to expiry times.**

**Permanent Part Time Posts**

Vacancies may arise that constitute less than one full time post (i.e. less than one full working week).  Where possible we will endeavour to merge vacancies together in order to create a full time post.  If this is not possible we will proceed to express the part time post to candidates in order of merit.  Permanent part time posts will be communicated to candidates in the same manner as permanent whole time posts.

Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change.  If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email.  It is most important for candidates not to express interest in posts that there is little chance they would accept as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

**Candidates who formally proceed to pre-employment clearances for a part time permanent post will no longer be eligible for any further expressions of interest and will be removed from the panel.**

**Candidates who formally accept a post and subsequently decline the post will be removed completely. The individual rules will be notified to you at expression of interest/job offer stage.**

Please note that candidates successful at interview and placed on the panel formed through this recruitment campaign will not be considered as applicants for future recruitment campaigns to supplement this primary panel.  This applies if you are still active on the panel.  *(Panel members who have accepted a specified purpose contract are considered active panel members)*

**Specified Purpose Whole Time or Part Time**

You will have a specific timeframe in which to express an interest in a specified purpose post.  You will be made aware by email and receive information regarding the details of the post and the timeframe by which you may express an interest in the job.

Human Resources may notify more than one candidate, in order of merit that a specified purpose post has arisen. This notification invites an expression of interest in a post and should not be considered an offer. The candidate who expresses an interest in the post and is highest in order of merit will then be invited to proceed to the next stage of the recruitment process i.e. pre employment clearances.  Candidates who do not express an interest or who reject a post when formally invited to proceed to pre-employment clearances **will not** be moved on the panel and their ranking on the panel will not change.  If a candidate is not interested in a post they do not need to take any action and can ignore the job notification text and email.  It is most important for candidates not to express interest in posts that there is little chance they would accept if offered as this can cause large UNNECESSARY delays in the filling of posts and thus the provision of services.

Candidates, who proceed to pre-employment clearances for a specified purpose post will not receive any further expressions of interests for specified purpose posts, and will be classified as “dormant”.  This means that you will not be contacted regarding any further specified purpose posts, which arise unless you notify Human Resources.  At any time, after you take up duty should you be about to become available for specified purpose work again, you can contact Human Resources, who will immediately reactivate your status on the panel confirming your availability for specified purpose posts.

**Candidates who formally accept a post and subsequently decline the post will be removed completely. The individual rules will be notified to you at expression of interest/job offer stage.**

**Candidates who take up specified purpose positions will not forfeit their ranking on the permanent panel. Candidates who do not take up or express an interest in specified purpose vacancies will not forfeit their ranking on the panel.  Regardless of whether a candidate’s status on the panel is dormant (due to accepting a specified purpose post) or active, it will not affect in any way expressions of interest for permanent positions.**

**Interviews form a part of the selection process.  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.**

**Note on References: 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. Please note the HSE may retract a post 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.**