

## Sample Job Specification for Intern Posts in Ireland

The job specification provided below is a sample job specification for an intern post in Ireland. Please note that the actual job specification for individual posts may differ depending on the employing authority and clinical site location(s).

<b>Job Title and Grade</b>	<b>Non Consultant Hospital Doctor (NCHD) - Intern</b>  (HSE Grade Code: Intern 1554)
<b>Taking up Appointment</b>	The successful candidate will be required to take up duty on July 9 <sup>th</sup> 2012
<b>Reporting Relationship</b>	The Intern's reporting relationship is to the Employer via his/her supervisory Consultant / Intern Tutor and Clinical Director (if such is in place). The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department / Intern Tutor / Intern Coordinator on matters relating to medical education, training and research. The Intern will report directly to the Employer as required.
<b>Purpose of the Post</b>	Appointees are required to actively engage in the Intern Training Programme which will be provided by the Intern Training Network and on-site clinical training provided directly by trainers.  During the appointment the successful candidate will, under the supervision of the Consultant / Clinical Director / Employer, participate in and deliver a quality health care service.
<b>Principal Duties and Responsibilities</b>	The intern's standard duties and responsibilities include, as directed by the Consultant / Clinical Director / Employer to, inter alia: <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 under appropriate supervision</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 under supervision and as required</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 Professional Conduct and Ethics for Registered Medical Practitioners' and the domains of good professional practice (<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 intern colleagues</li> <li>• perform other duties as required by the supervising Consultant / Clinical Director / Employer</li> </ul>

### **Legislation / Policy / Procedures**

- co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation.
- comply with statutory and regulatory requirements, agreed training principles<sup>1</sup> where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc)
- co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments
- 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
- be aware of risk management issues, identify risks and take appropriate action

### **Education and Training**

- attend at NCHD Induction
- register with the Intern Training Network to which they have been assigned
- participate in mandatory and recommended training programmes in accordance with the intern education programme and organisational / professional requirements
- maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development
- Make satisfactory progress in his / her training and development as per the requirements of the Intern Training Network and Intern Education Programme
- engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department / Intern Coordinator.

### **Health & Safety**

- Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards
- Work in a safe manner with due care and attention to the safety of self and others
- Be aware of risk management issues, identify risks and take appropriate action
- Promote a culture that values diversity and respect

### **Administrative**

- Ensure good working practice and adherence to standards of best practice
- Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services
- Assist the Consultant / Clinical Director / Employer / Intern Tutor / Intern Coordinator in service / training development, including policy development and implementation
- 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
- Engage in service audit and demonstrate the achievement of the service objectives
- Represent the department / profession / team at meetings and conferences as appropriate
- Keep up to date with change and developments within the Irish Health Service

***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.***

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<sup>1</sup> "Training principles to be incorporated into new working arrangements for doctors in training" published by the Medical Education and Training Group, July 2004

<p><b>Eligibility Criteria Qualifications and/or experience</b></p>	<ol style="list-style-type: none"> <li>1. Be registered as an intern by July 9<sup>th</sup> 2012 on the Trainee Specialist Division of the Register of Medical Practitioners maintained by the Medical Council (in Ireland).</li> <li>2. Not be registered or entitled to registration on the General Division or Trainee Specialist Division (other than as an intern on the latter) of the Register of Medical Practitioners maintained by the Medical Council.</li> <li>3. Not have already commenced intern training (or equivalent formal practical training) in Ireland or any other country, with the exception of the filling of intern vacancies in the Irish health service during the training period July 2011 to July 2012.</li> <li>4. Not have already completed intern training (or equivalent formal practical training) in Ireland or any other country.</li> <li>5. Have successfully graduated from an Irish or EEA Medical School and have been conferred with a valid medical degree in advance of the date of commencement of employment.</li> <li>6. Be a recent graduate (within 2 years at commencement of post) of a medical school in one of the following EEA countries: <ul style="list-style-type: none"> <li>▪ Ireland</li> <li>▪ Denmark</li> <li>▪ Italy</li> <li>▪ Luxembourg</li> <li>▪ Poland</li> <li>▪ Sweden</li> <li>▪ Norway</li> <li>▪ Czech Republic</li> <li>▪ Finland</li> <li>▪ Lithuania</li> <li>▪ Malta</li> <li>▪ Portugal</li> <li>▪ United Kingdom</li> </ul> <p>Graduates (of whatever nationality) from medical schools in EEA countries which are <u>not listed</u> above are <u>not eligible</u> to apply to intern training posts as they are deemed to hold the equivalent of the Certificate of Experience. Graduates (of whatever nationality) from Medical Schools in the following countries are therefore not eligible to apply: Austria, Belgium, Bulgaria, Estonia, Germany, Greece, Spain, France, Cyprus, Iceland, Latvia, Hungary, Netherlands, Romania, Slovenia, Switzerland and the Slovak Republic.</p> </li> <li>7. Be proficient in the English language. Any applicant who did not complete the entirety of their undergraduate medical degree in a country where English is the primary language spoken by the vast majority of the people of that country must provide an IELTS certificate <b>with an overall band score of 7.0</b> on the academic test and <b>a minimum score of 6.5</b> must also be achieved in each of the four domains on the academic test.</li> </ol> <p><b>Health</b> 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> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> 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.</p>
<p><b>Skills, competencies and/or knowledge</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 in line with requirements as defined by the HSE</li> <li>• sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role, with appropriate supervision from more senior clinicians</li> <li>• an ability to apply knowledge to evidence based practice</li> <li>• effective team skills and leadership potential</li> </ul>

	<ul style="list-style-type: none"> <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 under appropriate supervision</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, with awareness of patient safety at all times.</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> </ul>
<b>Competition Specific Selection Process</b>	Selection of candidates will be on the basis of (i) work permit requirements and (ii) centile ranking of candidates in line with the process outlined in the Guide to Application and Appointment to Intern Training in Ireland 2011.
<b>Shortlisting / Interview</b>	Interviews will not be held for intern posts.
<b>Code of Practice</b>	<p>The Health Service Executive 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 Codes 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. 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 <a href="http://www.careersinhealthcare.ie">www.careersinhealthcare.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>

The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.

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.

**NCHD (Intern)  
Terms and Conditions of Employment**

<b>Tenure</b>	<p>The appointment is whole-time, fixed term and pensionable.</p> <p>The duration of the intern year is approximately 12 months. The period covered by the post is July 9<sup>th</sup> 2012 to July 7<sup>th</sup> 2013. Candidates may be offered a single contract to cover this period or, in the case of different employing authorities for separate modules, shorter contracts in respect of the period employed by each distinct employing authority. There is no provision for extension of the contract beyond July 7<sup>th</sup> 2013.</p> <p>Once successful candidates have been offered a contract, continued employment is contingent on the candidate participating as required in the intern training programme provided by the Intern Training Network to which the intern has been assigned under the auspices of the Medical School assigned to that Network.</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>With effect from 1<sup>st</sup> January 2010, the salary for an Intern is: €33,619.</p>
<b>Hours of Work</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> <p>Please see Section 5 of the NCHD contract for further information.</p>
<b>Annual Leave</b>	<p>Annual leave will be granted in accordance with the provisions of the Organisation of Working Time Act 1997. Successful candidates will be entitled to 16 calendar days leave per 6 month period. Calendar days will be inclusive of weekdays.</p> <p>Please see Section 9 (c) of the NCHD contract for further information.</p>
<b>Superannuation</b>	<p>All pensionable staff become members of the pension scheme.</p> <p>Applicants for posts in the Mental Health service are advised that Section 65 of the Mental Treatment Act, 1945, does not apply to new entrants to the Mental Health Services as defined by the Public Service Superannuation(Miscellaneous Provisions) Act, 2004 (Section 12 of that Act) New entrants</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>