

**Health Service Executive – Dublin and North East Region**

**Job Specification, Terms and Conditions**

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| **Job Title, Grade, Grade Code** | Registrar, Medicine for the Older Person**.**  Connolly Hospital are hosting the joint registrar recruitment campaign for 2025 and will be recruiting on behalf of the following hospitals: -   * Connolly Hospital, Blanchardstown * Tallaght University Hospital * St James’s Hospital * St. Vincent’s University Hospital * Beaumont Hospital * The Mater Misericordiae University Hospital (including St Mary’s Hospital) * Our Lady of Lourdes Hospital, Drogheda. |
| **Campaign Reference** | CH 02/25 |
| **Closing Date** | 07/02/2025, 12 noon. |
| **Proposed Interview Date (s)** | Interviews are expected to take place the **week of the 03rd of March 2025.** |
| **Taking up Appointment** | 14th of July 2025. |
| **Application details:** | All applications must be submitted to Connolly Hospital via the careers portal (link below) or via the HSE careers website <https://careers-rcsihospitals.icims.com/jobs/search?ss=1> |
| **Salary:** | As per HSE pay scale. |
| **Details of Service** | The HSE has created six new health regions. Each region is responsible for providing both hospital and community care for the people in that area. Bringing community health services and hospitals together means we can take a more patient-centred approach to healthcare.  HSE Dublin and North East provides health and social care to North Dublin, Louth, Meath,  Monaghan and most areas of Cavan.  HSE Dublin and North East Region includes the following hospitals;  • Beaumont Hospital  • Cavan General Hospital  • Connolly Hospital  • Louth County Hospital  • National Orthopaedic Hospital Cappagh  • Monaghan General Hospital  • Mater Misericordiae University Hospital  • Our Ladys Hospital Navan  • Our Lady of Lourdes Hospital  • Rotunda Hospital |
| **Purpose of the Post** | The department of Medicine for Older Persons in Connolly hospital is the largest medical department with broad sub-speciality opportunities in Frailty Intervention, Stroke, Rehabilitation, General Geriatric Medicine, Movement disorders, Falls, Integrated care, Dementia care and Orthogeriatrics.  The successful candidate will develop their skillset in a number of sub-specialities during their year with the department.  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.  Appointees will be required to actively engage in continuing professional education and development in accordance with organisational / professional requirements.  This campaign will run in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The CPSA is responsible for establishing the principles that should be followed when making an appointment. These are set out in the CPSA Code of Practice. The Code outlines the standards that should be adhered to at each stage of the selection process and sets out the review and appeal mechanisms open to candidates should they be unhappy with a selection process. The CPSA Code of Practice can be accessed via https://www.cpsa.ie/. |
| **Principal Duties and Responsibilities** | The NCHD’s standard duties and responsibilities include, as directed by the Consultant / Clinical Director:   * Participate as a member of a multi-disciplinary team in the provision of medical care to patients. * Diagnose and treat patients. * Ensure that duties and functions are undertaken in a manner that prioritises the safety and well-being of patients. * Assess patients on admission and/or discharge as required and write detailed reports in the case notes. * Order and interpret diagnostic tests. * Initiate and monitor treatment. * Communicate effectively with patients and clients. * Attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patient’s chart; follow through with actions arising from the round. * Represent the department / profession / team at meetings and conferences as appropriate. * Further progress knowledge of diagnosis and management. * Participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data / information for same. * Co-operate with investigations, enquiries or audit relating to the provision of health services. * Maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council ‘Guide to Ethical Conduct and Behaviour’ (www.medicalcouncil.ie). * 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. * Engage in technological developments as they apply to the patient and service administration. * Cover for occasional unplanned absence of colleagues. * Assignment to support gynaecology services as required. * Perform other duties as required by the supervising Consultant / Clinical Director / Employer.   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 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 pace 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. * Participate in mandatory and recommended educational and professional development programmes in accordance with 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 training body. * Engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department. * Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.   Health & Safety:   * Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards. * 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. * 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. * Adequately identifies, assesses, manages and monitors risk within their area of responsibility. * Have a working knowledge of the 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. and comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   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 in service 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.*** |
| **Eligibility Criteria**  **Qualifications and/ or experience** | **Each candidate must on closing date for applications:**  Be actively registered in the Register of Medical Practitioners, maintained by the Medical Council of Ireland, in accordance with the Medical Practitioners Act 2007.  Please note that appointment to and continuation in posts that require statutory registration is dependent upon the post holder maintaining annual registration in the relevant division of the register maintained by: The Medical Council of Ireland or Irish Dental Council  **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.  **Character**  Each candidate for and any person holding the office must be of good character.  **Desirable Criteria:**   * Experience working within the Irish healthcare system |
| **Post Specific Requirements/** **Skills/ Competencies** | **Technical & Professional Expertise**  Has a command over the technical/ professional skills and knowledge required within the job holder’s role and continues to upskill to maintain high professional standards and continuous professional development requirements.    **Patient Centred**  Demonstrates eagerness to understand patient needs.  Views the patient as central to the delivery of every day service through consistent understanding, tolerance, care support and empathy while promoting empowerment, independence and choice.    **Leadership and Management**  Manages performance to deliver team goals; demonstrates accountability for leading, directing, monitoring and evaluating RCSI Hospital Group services. Creates a climate in which people want to do their best. Promotes confidence and positive attitude; influences others to follow a common goal.  **Building & Maintaining Relationships**  Builds and maintains relationships with a network of people. Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships.  Interacts with others in a manner that builds respects and fosters trust.  **Commitment to Quality & Risk Management**  The ability to focus on understanding stakeholder’s needs and expectations and to respond effectively and efficiently to them.   Has a good knowledge of and is committed to offer a quality service through the achievement of goals, accreditation standards, other organisation/department standards and risk management frameworks and guidelines.  **Problem Solving & Decision Making**  Identifies and solves problems by understanding the situation, seeking additional information, developing and weighing alternatives, and choosing the most appropriate course of action given the circumstances.  **Attention of Detail**  Is thorough and precise when accomplishing a task showing concerns for all aspects of the job; developing detailed plans; accurately checking processes and tasks  **Communication & Interpersonal Skills**  Speaks and writes clearly, fluently and effectively to both individuals and groups; communicates in a manner that will persuade, convince and influence others, in order to motivate, inspire or encourage them to follow a particular course of action. |
| **Competition Specific Selection Process**  **Shortlisting / Interview**  **Commencing employment** | Short listing may be carried out on the basis of information supplied in your application form. The criteria for short listing 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.  Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.  Those successful at the shortlisting stage of this process (where applied) will be called forward to interview.  The following is required for commencing employment:   * Satisfactory three references (one current employer). * Satisfactory registration with the Irish Medical Council (IMC) and the provision of your IMC Registration Certificate effective from 9th July 2018. * Satisfactory evidence of English Language Competency. * Satisfactory Garda Vetting clearance. * Satisfactory Overseas Police Clearance * Satisfactory clearance from Occupational Health Department. * Satisfactory evidence of Residency Status. * Satisfactory evidence of current **ACLS / APLS** certificate**.** * Mandatory training certificates as per below:  1. AMRIC - Antimicrobial Stewardship in Practice 2. AMRIC - Aseptic Technique 3. AMRIC - Basics of Infection Prevention and Control 4. AMRIC - Personal Protective Equipment 5. AMRIC  -Respiratory Hygiene and Cough Etiquette 6. AMRIC - Standard and Transmission based Precautions 7. AMRIC - Hand Hygiene 8. Fire Training Theory (on line) Practical (on site when you commence) 9. Manual Handling and People Handling Theory (on line) 10. Introduction to Children First 11. Inews 12. Sepsis Training 13. The Fundamentals of GDPR 14. Communicating Effectively through Open Disclosure 15. Cyber Security 16. Dignity At Work 17. Making Conversations Easier 18. Haemovigilance |
| **Code of Practice** | 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”.  Codes of Practice are published by the CPSA and are available on [www.hse.ie](http://www.hse.ie) in the document posted with each vacancy entitled “Code of Practice, Information For Candidates” or on [www.cpsa-online.ie](http://www.cpsa-online.ie). |
|  | The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.  **Please note all posts are advertised dependent on allocations from the Training Schemes**.  ***This Job Description is intended as a basic guide to the scope and responsibilities of the position and is subject to regular review and amendment. The role holder will be required to be flexible in this position and is expected to facilitate working additional hours on occasion, when requested.***  **HSE Dublin and North East Health Region is an Equal Opportunities Employer.** |