



CAP ID	
Post Title	Choose an item.

There are different types of Consultant Post applications when restructuring or replacing a post:

Restructure - An approved post where changes are being proposed to the structure of the post – e.g. working hours, location of post.

Replacement / Restructure - An approved post which has been become or is due to become vacant and approval is being sought to refill and where changes are being proposed to the structure of the post – e.g. working hours, location of post.

1. Supporting Documents Required

In addition to the application form, to be completed via the Consultant Application Portal (CAP) on DIME and endorsed by the respective REO, the following supporting documents will be required to be submitted:

Scenario 1: Replacement / Restructure of a Vacant Consultant Post
<ul style="list-style-type: none"> • Written endorsement from the Clinical Site(s) confirming their agreement to the proposed changes to the Consultant Post structure – signed by the Hospital CEO / Chief Officer • Written endorsement from the CPL confirming their agreement to the proposed changes to the Consultant Post structure • Confirmation of funding from the REO in the event that the hours associated with the Consultant post are increasing
Scenario 2: Restructure of an Occupied Consultant Post
<ul style="list-style-type: none"> • Written endorsement from the Consultant in post confirming their agreement to reduce / increase their hours • Written endorsement from the Clinical Site(s) confirming their agreement that the Consultant reduce / increase their hours • Written endorsement from the CPL confirming their agreement that the Consultant reduce / increase their hours • Confirmation of funding from the REO in the event that the Consultant’s hours are increasing
Scenario 3: Restructure of a Vacant Consultant Post
<ul style="list-style-type: none"> • Written endorsement from the Clinical Site(s) confirming their agreement that the hours associated with the respective Consultant Post are reduced / increased • Written endorsement from the CPL confirming their agreement that the hours associated with the respective Consultant Post are reduced / increased • Confirmation of funding from the REO in the event that the hours associated with the Consultant post are increasing



2. Guidance Note When Applying for a Restructure of an Existing Consultant Post

The below guidelines are set up to assist employers and CPLs in the determination as to what constitutes a significant restructure to warrant a replacement application coming to CAAC for consideration.

Post structure

- Involving two HSE sites or two Section 38 sites within same Health Region
 - Involving HSE and Section 38 sites within same Health Region
 - Involving two HSE sites or two Section 38 sites across Health Regions
 - Involving HSE and Section 38 sites across Health Regions
- **Restructure up to and including 8 hours:** Not significant, note new structure, normal sign off procedures from CEO/GM each site remains along with relevant CPLs sign off.
- **Restructure greater than 8 hours:** application brought to CAAC.

- Post re change in title, e.g. removal of special interest

Where the replacement post sees the removal of special interest or complete change in title, the process remains as is with full application submitted for consideration by CAAC.

- Post restructure with incumbent

Current CAAC process requires agreement from all stakeholders, including the incumbent, to the restructure. *See above.*