



HSE Mid-West
Midwest.hse.ie

CANDIDATES INFORMATION BOOKLET

PLEASE READ CAREFULLY

Consultant Oral & Maxillofacial Surgeon
MW2026P21
HSE Mid-West

Closing Date: 5pm, Monday 14th September 2026

HSE Mid-West is committed to a policy of equal opportunity.

HSE Mid-West is conducting the selection and appointment process in compliance with the code of practice for appointment to positions in the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). Codes of Practice are published by the CPSA and are available on www.cpsa.ie

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Medical Manpower Department
Houston Hall
Ballycummin Avenue
Raheen Business Park
Raheen
Limerick
V94 PKF1
061 482541

Dear Candidate,

Thank you for your interest in the role of Consultant Oral & Maxillofacial Surgeon with HSE Mid-West.

We encourage you to speak with Mr. Michael Gilbride, Consultant Oral & Maxillofacial Surgeon, University Hospital Limerick, email: tel: 061 482304, Email: Moire.collum@hse.ie (Secretary) before you apply for the job so you have a good understanding of the role, the team and the specific location.

We have prepared this document in order to explain the recruitment process so you have an understanding of how the process will be run and the important dates in the recruitment campaign. We recommend that you read this document before submitting an application as it provides useful information about how we recruit Medical Consultants. This also ensures all applicants have the same information at the start of the process and are informed about next steps. We also recommend you read the job specification for this post as it gives useful details about the role, the qualifications and eligibility standards necessary to be appointed.

Please find attached a document which provides interesting information about HSE Mid-West and about the area, which we hope you find useful.

In order to reduce the administrative burden on applicants, we do not usually seek personal documentation (qualifications, certificates etc.) at the application stage of the recruitment process. We generally seek this only for the successful candidate(s) i.e. those who are being formally offered a job. Therefore the onus of ensuring you are eligible for the role is on you as an applicant, i.e. you should establish your eligibility to the best of your ability before you apply for this job. This includes your professional and academic experience, your health and character for the role. Please contact the undersigned Ms Majella Hogan, Medical Manpower Manager, email majellam.hogan@hse.ie, tel: 061 482541 should you have any questions about the process for your individual candidature.

Ms Majella Hogan
Medical Manpower Manager
HSE Mid-West



Post Ref: SUOM6219

Ms. Sandra Broderick
Regional Executive Officer
HSE Mid West Region
HSE Offices
31/33 Catherine Street
Limerick
V94 AY27

16/02/2026

Dear Ms. Broderick

I refer to application number 6219 from the HSE Mid West Region and related documentation. This is a New Post.

The Health Service Executive has approved the appointment of a:

Consultant Oral & Maxillofacial Surgeon

This is an appointment to the HSE Mid West Region on a Public Only Consultants' Contract 2023 by the Health Service Executive. The initial commitment for this post will be to University Hospital Limerick for 37 hours per week. This post may be subject to restructuring in the future to facilitate the reorganisation of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of national health policy, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes.

The normal duties for the post are as outlined in the Approved Consultant Appointment document. These duties and those other commitments assigned by the Clinical Director/Employer will be reflected in the Consultant's Work Schedule which it is expected the Consultant will implement in a flexible way in line with operational needs. (A copy of the job description and indicative work schedule must be made available to all applicants).

If a significant change to this post is contemplated e.g. location, structure, title etc., prior consideration by the CAAC (Consultant Applications Advisory Committee) and approval by the Health Service Executive is required.

Approval to this post is subject to the following conditions

- The REO must consider the progression of filling this post in the context of the WTE limits advised for the Health Region in the current year Pay and Numbers Strategy.
- Total employment remaining within your approved ceiling.
- That normal recruitment procedures for the filling of consultant posts are applied, in accordance with CPSA codes. Consultant appointments must be based on merit and recruitment processes must be open and transparent, conforming to all legal and regulatory obligations.
- That there are no additional non-consultant hospital doctor posts attached.

- This post must be advertised as being open to applicants who wish to work on a flexible or part-time basis and may – subject to preference of the successful applicant(s) and the decision of the employer – be filled on that basis.

The following qualifications shall apply to this appointment:-

1. Professional Qualifications

Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of Oral and Maxillofacial Surgery.

2. Entry to competition and subsequent appointment

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 consultant appointment documents 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 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.

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, publicjobs may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further recruitment process may be initiated.

The employer may decide to make a proleptic appointment(s) as provided for at Section 6.6 of the Public Only Consultants' Contract 2023.

Section 62 post

It is noted that this post of **Consultant Oral & Maxillofacial Surgeon** is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of the **University of Limerick**. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.

Requirements vis-à-vis approval letter

- The Contract offered to the appointee is the Public Only Consultants' Contract 2023 (as per the standard text issued by the HSE).
- This letter of approval shall be made available to all applicants for the post.
- This letter of approval must be attached at Appendix 1 to the Public Only Consultants' Contract 2023 (as per the standard text issued by the HSE) made with the successful candidate.

The Employer is to update DIME (Doctors Integrated Management E-System) with the details of the person appointed to the above permanent position as soon as that is known.

Any queries regarding this letter of approval should be directed to consultant.applications@hse.ie in the first instance.

Yours sincerely



**Anne Marie Hoey
Chief People Officer**



Job Specification

Job Title and Grade	Consultant Oral & Maxillofacial Surgeon
Competition Reference	MW2026P21
Closing Date	Monday 14th September, 2026 at 5pm
Proposed Interview Date(s)	TBC
Taking up Appointment	Ideally, the successful candidate will take up duty no later than 6 months of being interviewed.
Additional Information	Informal Enquiries to: Ms. Moire Collum, Consultant Secretary to Dr. Michael Gilbride, Consultant Oral & Maxillofacial Surgeon , University Hospital Limerick Phone: 061 482304 Email: Moire.collum@hse.ie
Location of Post	This is an appointment to the HSE Mid-West on a Public Only Consultants' Contract 2023 by the Health Service Executive. The initial commitment for this post will be to HSE Mid-West for 37 hours per week. This post may be subject to restructuring in the future to facilitate the reorganization of acute services in line with new clinical models of acute and community services. It is noted that the post must be congruent with the requirements of, and facilitate implementation of national health policy, the HSE's National Clinical Programmes including commitment to deliver the relevant performance outcomes. This is a new post.
Organisational Area	HSE Mid-West
Details of Service	HSE Mid-West The newly established HSE Mid-West Health Region will manage and deliver all public health and social care services for Limerick, Clare and North Tipperary serving a population of over 413,059 people. The redesign of services will allow new pathways to be developed between acute hospitals, community services, primary care, health & wellbeing and voluntary sectors to develop more integrated, patient-centred care. HSE Mid-West includes all hospital, community healthcare and public health services in the region. This includes: HSE Mid-West, consisting of • University Hospital Limerick • University Maternity Hospital Limerick • Ennis Hospital • Nenagh Hospital • Croom Hospital • St John's Hospital (voluntary)

	The six sites collectively function as one single hospital system, with over 3,000 staff providing a range of emergency, medical and surgical services on an inpatient and outpatient basis to a population of over 473,000 in the Mid-West region. With the University of Limerick (UL) as our Academic Partner, HSE Mid-West is progressing the development of an Academic Health Science Centre. The Clinical Education and Research Centre located on site at University Hospital Limerick, a joint initiative with UL, accommodates and supports the educational training and research needs of the Groups clinical community and the University of Limerick School of Medicine. Mid-West Community Healthcare - Deliver a broad range of community services, provided within and outside of the acute hospital system and includes Primary Care, Older Persons, Disabilities, Mental Health and Health & Wellbeing. Community services are delivered through a range of direct and indirect services delivered directly or through partnerships with HSE teams, Section 38/39 agencies and private providers under SLA agreements. Public Health Mid-West The Public Health team work to protect, support, enable and advise on the health and wellbeing of the population. They deliver services across four public health domains: - Health Protection - Health Improvement - Health Service Improvement - Health Intelligence
Reporting Relationship	The Consultant's reporting relationship and accountability for the discharge of his/her contract is: i) to the Chief Executive Officer through his/her Clinical Director
Purpose of the Post	To act as Consultant Oral & Maxillofacial Surgeon for HSE Mid-West and to provide high quality care in Oral & Maxillofacial Surgery for patients who present to Oral & Maxillofacial Surgeon. To contribute to the development of Oral & Maxillofacial services for the hospitals catchment area and HSE Mid-West. To work with Consultant Colleagues to ensure patient flow through the Oral & Maxillofacial Department and to participate in the on call rota with the Oral & Maxillofacial Department.
Principal Duties and Responsibilities	Standard Duties and Responsibilities - 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. - To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services. - 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.

	• To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II). • 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. • 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. • To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request. • To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training. • To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care. • 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. • 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. • 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: Core Clinical Care • Clinical Management and direction of the Oral & Maxillofacial Department, in conjunction with other Consultant Oral & Maxillofacial Surgeon colleagues. The precise division of responsibilities between the Consultant Oral & Maxillofacial Surgeon will be agreed between the Consultant, the Clinical Director and the Directorate General Manager.
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	• Responsibility for the assessment and immediate care of all Oral & Maxillofacial patients attending the Department and linked Local Injury Units, this may be delivered personally or by supervision of other clinical staff. • To undertake essential supporting duties for clinical care including in, inter alia, risk management, critical incident investigation and oversight of rosters. • To ensure that duties and functions are undertaken in a manner that minimizes delays for patients and possible disruption of services. • To undertake Child Protection duties associated with the role of Consultant Oral & Maxillofacial Surgeon and services provided at the Hospital. The Consultant Oral & Maxillofacial Surgeon will play a lead role in ensuring systems are in place for the care of other at-risk or vulnerable ED patient groups. • On-going participation in Major Emergency Planning for the Emergency Department and HSE Mid-West. • Participate in Major Incident and structured pre-hospital responses outside the hospital as appropriate to one's professional competency and skills in this area, if requested to do so on behalf of HSE Mid-West and within the governance of the HSE. • To examine any person referred to him/her by the appropriate HSE for examination and report and to furnish to the HSE a full report of his/her findings on such examination, unless the person referred informs the officer that he/she objects to the examination or to the submission of such report, in which event the officer shall notify the HSE concerned. • To attend at HSE Mid-West at such times as may be determined by the HSE, and in emergencies as required, and to remain in attendance thereat as long as his/her services are required. • To attend at any clinic or site maintained by the HSE within the group catchment as appropriate and to provide either thereat or in the appropriate hospital such diagnostic, treatment or consultation service as may be appropriate. • To attend as Consultant Oral & Maxillofacial Surgeon as and when required in any hospital or institution managed by HSE Mid-West. • 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. • To alternate with the other Consultants in the Department and to act for them as required during short-term absences including weekend and off-duty leave • To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.
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Staff Supervision and Training

- To participate in the selection, supervision and training of Non-Consultant Hospital Doctors (NCHDs) and the allocation of duties to them.
- To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care

Teaching and Research

- To undertake teaching duties, if so required by the Governing Body of University of Limerick, on terms to be agreed upon between the Consultant Oral & Maxillofacial Surgeon, the HSE and the Governing Body of University of Limerick, and approved by the Minister or in default of agreement to be determined by the Minister, after consultation with the parties concerned.
- To carry out research.

Management & Administration

- To work within the framework of the Group'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.
- To be responsible for the maintenance of appropriate liaison arrangements between his/her department in the hospitals and the patients normal medical attendants.
- To collaborate with the Hospital Management, Directors of Midwifery/Nursing, Medical and Surgical Staff of the hospitals in all matters appertaining to the general efficiency of the hospitals.
- To ensure that adequate supplies of such drugs, medicines, medical and surgical appliances as he/she considers necessary, will be available in his/her department of the hospitals, and to report to the HSE arrangements for the custody of dangerous drugs, etc., which he/she considers to be unsatisfactory.
- To furnish on request to a Registered Medical Practitioner authorised by the HSE or the Minister for Health & Children, the clinical details regarding any person who is or has been under his/her care in the hospitals or clinics on production of the written consent of the person (or the written consent of the person's representative or next-of-kin).
- Whenever the Minister for Health & Children is of the opinion, however, that it would not be in the interests of the common good to seek such consent and he/she certifies accordingly, the officer shall furnish the required information to a Registered Medical Practitioner authorised by the Minister for Health & Children. Where, however, the officer is of the opinion that the nature of the case is such that he/she should inform the patient of the requirement of the Minister for Health & Children, he/she shall be at liberty to do so. It is not intended that this requirement will operate in a manner, which would detract from the patient's character or reputation.

	• To issue, or arrange for the issue of, to or in respect of any patient under his/her care in the hospitals or referred to him/her at a clinic, and without payment by or on behalf of the patient or by the HSE, any certificates which might reasonably be required by such patient in regard to the state of his/her health in connection with his/her normal employment or his/her entitlement to benefit under any scheme of Social Insurance or Assistance. • To keep such records and to supply such reports and other information as may be required by the HSE from time to time. Human Resources • To co-operate with the expeditious implementation of the Disciplinary Procedure as per the Public Only Consultant Contract 2023. • To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training. • 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. Risk Management • 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. Health & Safety • To notify the appropriate Officer of any cases of infectious or suspected infectious disease in his department in the Hospitals and to furnish him/her with such particulars as he/she may require in regard to each such case and in conjunction with the said officer to carry out preventative measures as may be necessary. • To ensure that satisfactory arrangements exist for the custody and administration of the dangerous drugs in his/her department. Financial • To assist in the preparation of annual estimates/budgets of expenditure for revenues for which he/she is responsible. General • To reside convenient to University Hospital Limerick or at such other place as may be approved by the HSE. • To perform such other duties appropriate to the office as may be assigned to him/her by the HSE or other authorised officer. • The person appointed will hold office under the terms and conditions of the Public Only Consultant Contract 2023 employed in the public service which
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	will determine that he/she will participate actively in the management of the hospitals, take cognisance of resource constraints and retain clinical autonomy while practicing. The above 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	Professional Qualifications Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of Consultant Oral & Maxillofacial Surgery. Entry to competition / recruitment process 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. Age Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs. Health 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. Character A candidate for and any person holding the post must be of good character. Entry to competition and subsequent appointment 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 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 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. Section 62 Post (If Applicable) It is noted that this post of Consultant Oral & Maxillofacial Surgeon is considered to carry with it duties involving the teaching of clinical medicine and/or the conduct of medical research under the direction of the University of Limerick. Therefore this post is considered a Section 62 post under the Health Act 1953 as amended by the Health Act 2004.

Other requirements specific to the post	Travelling and subsistence expenses necessarily incurred in the course of a consultant's duties shall be met on the basis applicable to persons of appropriate senior status in the public sector. Consultants holding joint appointments or appointments involving a commitment at more than one location will be reimbursed expenses in respect of travel between locations specified in the schedule which are agreed with the employing authority or authorities.
Skills, competencies and/or knowledge	Working with Others • Develops networks and works in partnership with patients/service users, carers and colleagues within and across systems to deliver and improve services. • Builds and maintains relationships, listening, supporting others, gaining trust and showing understanding. • Encourages contribution creating an environment where others have the opportunity to contribute. • Works within teams to deliver and improve services. Managing Services • Contributes to the development of business and service plans to achieve service goals. • Manages resources to ensure the delivery of safe and efficient services. • Manages people by providing direction, reviewing performance, motivating others and promoting equality and diversity. • Manages performance, holding themselves and others accountable for service outcomes. Setting Direction • Identify the contexts for change, demonstrating awareness of the political, social, technical, economic, organisational and professional environment. • Applies knowledge and evidence, gathering information to produce an evidence-based challenge to systems and processes in order to identify opportunities for service improvement. • Makes sound evidence based decisions consistent with the values and priorities of the organisation and profession. • Measures and evaluates outcomes taking corrective action where necessary and being accountable for decisions. Improving Services • Ensures patient safety by assessing and managing the risk to patients associated with service developments, balancing economic considerations with the need for patient safety. • Critically evaluates services to identify where services can be improved, working individually or as part of a team. • Encourages improvement and innovation, creating a climate of continuous service improvement. • Facilitates transformation, actively contributing to change processes that lead to improved healthcare. Demonstrating Personal Qualities • Is aware of own values, principles and assumptions and is able to learn from experience. • Organises and manages self while taking account of the needs and priorities of others. • Learns through participating in continuing professional development and from experience and feedback. • Acts with integrity, behaving in an open, honest and ethical manner.

Competition Specific Selection Process Ranking/Shortlisting / Interview	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>
Protection of Persons Reporting Child Abuse Act 1998	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.
Code of Practice	HSE Mid-West will run this campaign 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. 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.cpsa.ie
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.	



Terms and Conditions of Employment

Consultant Oral & Maxillofacial Surgeon

LKOLMX01

Tenure	The appointment is whole-time, permanent and pensionable 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. A panel may be formed from which other permanent vacancies for Consultant Oral & Maxillofacial Surgeon at University Hospital Limerick for 37 hours per week may be filled.
Remuneration	The annual salary will be as set out in the Public Only Consultant Contract 2023): Medical Consultants Salary Scales from 01st June 2026 – Clinician Consultants: €238,221 €251,098 €264,691 €271,846 €278,998 €286,151 Incremental credit is awarded in respect of previous experience at Consultant level
Working Week	The standard working week applying to the post is: 37 hours per week HSE Mid-West.
Annual Leave	The annual leave associated with the post is: 30 Working Days per annum and as determined by the Organisation of Working Time Act 1997. Pro Rata
Superannuation	This is a pensionable position within the HSE. 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.
Age	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants. <u>*Public Servants not affected by this legislation:</u> Public servants recruited between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants recruited since 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Probation	Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 6 months as per Public Only Consultant Contract 2023.

Protection of Persons Reporting Child Abuse Act 1998	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.
Infection Control	All HSE 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.
Ethics in Public Office 1995 and 2001 Positions remunerated at or above the minimum point of the Grade VIII salary scale (€75,420 as at 1 March 2023) Positions remunerated at or above €189,088 at 1st March 2023.	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€75,420 as at 01.03.2023) 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; 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. 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 the HSE 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. 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 http://www.sipo.gov.ie/ Positions remunerated at or above €189,088 at 1st March 2023 are designated positions under the Ethics in Public Office Acts 1995 and 2001. 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 the HSE 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. 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: 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 2. and either (a) a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of the appointment or (b) An Application Statement issued by the Collector-General not more than 9 months before or after the date of the appointment. 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 http://www.sipo.gov.ie/
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Guidelines to apply for this post

1. Who should apply?

We welcome applications from all suitably qualified Doctors who meet the eligibility criteria for this role. Further information on the eligibility criteria is available in the Job Specification for this role.

- Please note a candidate cannot be appointed as a Medical Consultant unless she/he is registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland. Successful candidates must be registered as a Specialist in the relevant Speciality on the Speciality Division of the Register of Medical Practitioners within 180 days of the day of interview
- The HSE welcomes applications from suitably qualified Non-EEA Nationals and will support successful Non EEA candidates in their application for a work permit as applicable and in accordance with Department of Business, Enterprise and Innovation policy.
- Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes. Please see Appendix 1 for more information on this.

2. How do I apply for this post?

- Please submit a fully completed Application Form via the Rezoomo platform.
- We can only accept applications on fully completed application forms by the closing date and time. This is to ensure we have similar information from all applicants and allows the Selection Board to make informed decisions on your application.
- As we require the same information from all candidates in order to make fair decisions on their applications, we will not be able to process applications by CV or any other method. You can attach your CV to the fully completed application forms, if you wish.
- There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
- Please submit applications via the Rezoomo platform and you will receive an automated response within one working day during business hours, which will let you know that we have received your application.
- We check eligibility of the applicants after the closing date and time therefore it is important that you ensure you have fully demonstrated your eligibility for the role in your application form. The decision to include your application in the next stage of the selection process may be determined based on the information you supply in the application form and references received.
- If you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. This means that if your application is blank, you have sent the wrong version of your application form, missing sections, have no internet access etc. your application will not be processed further.
- Applications must be submitted as a Microsoft Word or PDF document format 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 application is attached as an attachment (not a link to an on line storage site e.g. Google Drive) when submitting your application.
- We can only accept complete applications received by the closing date and time of **5pm, Monday 14th September, 2026**. If you submit more than one application, the last one received prior to the closing date and time is the version that will be considered.

Please note that we will mainly contact you by email and mobile phone. Some communications are sent by post (e.g. invitations to interview, selection process results), therefore it is most important that your email address is included on your application form as well as your postal address. Please ensure you have access to your emails throughout the recruitment process. If you choose to use your work email addresses you may receive communications that have a time deadline requirement while you may be working away or on leave. We recommend you use a personal email address to which you have regular access.

We will send you an e-mail to alert you when we have posted you a communication.

3. How will the selection process be run?

- A Medical Consultant familiar with the job advertised will be available to discuss any queries you have about the role, prior to the closing date.
- You must complete the relevant application form in **full** and submit it by the closing date and time.
- An expert board 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 assessed against the requirements of the post as outlined in the job specification.
- Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
- There may be different stages of the selection process such as **eligibility sift, short listing assessment (which may be based on your application form, references received or at a face to face to interview).** We aim to give as much notice as possible of any selection stages.
- Candidates invited to interview will be given more details regarding the interview at a later date.
- It is preferable to meet candidates **face to face** at interview stage.
- All candidates invited to interview will be required to give a **10 minute presentation** on a topic to be decided at shortlisting stage by the expert board.
- Candidates are given marks for skill areas during the **interview and presentation**. Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each skill area. (A panel is a list of candidates successful at interview placed in order of merit)
- Candidates who are successful at interview will be placed on a panel in order of merit. A panel may be created of those candidates who have passed all assessment areas at interview.
- A position on a panel is not a job offer and does not necessarily mean that you will be offered a post.
- If there is an existing panel in place this may take precedence over the newly formed panel for this campaign.
- Posts are offered to the candidate with the highest order of merit. Full details on how panels operate are available in Appendix 3.
- 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 and clearances which assures it that the applicant's past performance and behaviours are appropriate to the post. Please see Appendix 4 which gives further details on references and clearances.
- **Candidates who do not attend for interview when required or do not furnish such evidence as required in regard to any matter relevant to their candidature, will have no further claim to consideration.**
- Any expenses incurred by candidates whilst undertaking or attending any element of the selection process will be borne by the candidate.

4. Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to 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 Medical Manpower Dept, HR Dept, University Hospital Limerick, email mmuhl@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.

We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.

5. HSE Privacy Policy

The HSE is committed to protecting your privacy and takes the security of your information very seriously. The HSE aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

Appendix 1

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)

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 uprated (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 2 – Formation of panel

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 who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended. The HSE reserves the right to extend the life of the panel to fill specified purpose and / or permanent vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any changes.

Appendix 3- Employment References & Clearances

Interviews form a part of the selection process. The HSE reserves the right to remove candidates from recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, satisfactory medical registration status, security clearances, and occupational health clearance) cannot be obtained or are unsatisfactory.

Security Clearances:

When a candidate accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by HSE Human Resources for the confirmed successful candidate recommended for the post.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday 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.) are 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.

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.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<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 Forces 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 This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**,
<https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

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 accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

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.

Employment References:

The HSE will make enquiries to determine the suitability of a candidate for a job. 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.

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.

Professional Conduct:

The HSE reserves the right to make enquiries with regards to professional conduct and medical practice including pending or past investigations by medical council/ medical registration body/ medical licensing body in any jurisdiction. The HSE reserves the right to retract a job offer based on the outcome of any enquiries.

Occupational Health Clearance:

Satisfactory occupational health clearance must be obtained pre appointment. Pre- employment medical screening of the successful candidate will take place, in accordance with the HSE Occupational Health procedures. The successful candidate will be informed of the pre-employment medical screening process at that stage of the selection process.