



JOB DESCRIPTION & PERSON SPECIFICATION

LOCUM CONSULTANT HISTOPATHOLOGIST

with specialist interest in

Cervical Cytopathology

SPECIFIC PURPOSE CONTRACT

FULL / PART TIME

PERSON SPECIFICATION**Job Title: Locum Consultant Histopathologist / Cytopathologist - with specialist interest in Cervical Cytopathology****Department: National Cervical Screening Laboratory (NCSL)****Report to: Clinical Director of NCSL****Accountable to: Master/CEO, Chief Clinical Operations Officer (CCOO)**

FACTOR	ESSENTIAL	DESIRABLE
Qualifications	Applicants must be registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland in the speciality of Histopathology and one year documented postgraduate evidence of training and/or satisfactory experience in the area. For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate cannot be appointed as a Medical Consultant unless (s)he is registered as a Specialist in the Specialist Division on the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The successful candidate will be allowed a maximum of 180 calendar days from date of interview to secure registration and produce evidence of special interest training where relevant. Applicants must possess the FRCPath, CHCCT or the American Boards in Anatomic Pathology and Cytopathology or a qualification equivalent thereto.	Candidates will ideally have a higher degree such as an MD or a PhD, or a D.Phil, or a DSc.
Experience	Significant experience in provision of accredited Gynae Cytology +/- Histopathology services. Should have significant experience in: quality initiatives; audit; accreditation; MDT service provision and education. The successful applicant will provide cytology services to the Hospital in the area of Gynaecological Pathology, with the option of histology. He/she will also be expected to occasionally carry out other duties following discussion with the Clinical Director.	
Skills/ Abilities/ Knowledge/ Understanding	• Strong leadership skills • Ability to liaise with colleagues on a range of issues and work effectively within a team • Knowledge and understanding of the services provided at TCH. • Ability to plan and organise effectively. • Excellent communication, influencing and interpersonal skills, including the ability to build and maintain relationships. • Resourceful and resilient.	

	• Openness to change. • Honesty and integrity. • Caring and empathetic. • Knowledge of current clinical, professional, quality and audit guidelines and processes.	
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JOB DESCRIPTION

Job Title: Locum Consultant HISTOPATHOLOGIST with specialist interest in Cervical CYTOPATHOLOGY

About The Coombe Hospital

Established in 1826, The Coombe Hospital is a tertiary-referral voluntary teaching hospital with national, regional and area responsibilities for ensuring optimal health of mothers, women & newborns. The Hospital is the largest provider of women & newborns healthcare in the Republic of Ireland and indeed one of the largest in Europe. It is recognised for tertiary services including maternal and fetal medicine, neonatology, gynaecology and peri-operative medicine (caring for almost 9,000 women, with more than 1,000 neonatal admissions and almost 6000 gynaecology operations per annum). It is part of the Dublin Midlands Hospital Group and is aligned with the National Women & Infants Health Programme (NWIHP), the HSE Clinical Programme in Obstetrics & Gynaecology, and the HSE Clinical Programmes of Paediatrics and Neonatology. The Hospital has a substantial academic portfolio in terms of multidisciplinary education, research and training, with medical students from Trinity College Dublin, University College Dublin and the Royal College of Surgeons in Ireland, and postgraduate Non-Consultant Hospital Doctors, in addition to midwifery and neonatal nursing students. The Pathology Departments holds ISO 15189 in all areas - Transfusion Medicine & Haematology, Cytopathology, Histopathology, Microbiology, Biochemistry and POCT.

The Hospital's strategic plan 2022 - 2026 which was developed with the Master, the Board of Guardians and Directors and the Executive Management Team in collaboration with hospital staff and other stakeholders. This strategy continues to set the direction of the hospital, underpinned by the commitment to its purpose of providing specialist care for women and newborns putting their needs at the heart of everything we do. Our core values are empathy for all, teamwork, dignity and respect, people at the heart of everything we do and always striving to be at our best. Our vision is to be a nationally and internationally recognised leader in healthcare for women, newborns and their families.

The Coombe Hospital National Cervical Screening Laboratory houses new facilities for Cytopathology, HPV screening, Histopathology, and Molecular Biology which will directly support the CervicalCheck National Screening Programme.

Contract Details

This is a consultant appointment on a Public Only Contract 2023 basis under the Consultant's Contract 2023 to the Coombe Hospital.

The Public Only Contract 2023 provides for a normal working week of 37 hours. This 37-hour commitment will normally be scheduled to occur between 8.00 am and 10.00 pm on rostered Mondays to Fridays and between 8.00 am and 6.00

pm on rostered Saturdays. or as outlined in section 13 of the Consultant Contract March 2023. The normal duties for the post as outlined in the documentation and agreed by the HSE will include inter alia:

The successful candidate duties will include the following:

- Will work in The Coombe Hospital as part of a multidisciplinary team under the direction of the Master/CEO and CCOO.
- Will work as part of the Laboratory Medicine Division within the Hospital.
- Will possess the necessary skill-mix to address current deficiencies.
- Involvement in Clinical Audit Committee and Ethics Committee as required.
- Will provide clinical leadership in MDT context - hand-over, ward-rounds, clinical risk & morbidity/mortality
- Conferences, teaching, training and audit.
- Teaching, Training, Audit, Risk Management, Quality Improvement.
- Continuous Professional Development.

Background to the Post

The TCH laboratory will be positioned as a 'centre of excellence' for women's health, and will seek to leverage existing histopathology expertise in the Irish health system to augment the available resource model for this service.

GENERAL ACCOUNTABILITY

The person chosen will:

- Maintain throughout the hospital awareness of the primacy of the patient in relation to all of the Hospital's activities.
- Demonstrate behaviour consistent with the Values of the Hospital.
- Promote open communications throughout the hospital.
- Will work as part of a multidisciplinary team under the direction of the Master/CEO & CCOO and the Director of Pathology.
- Will work as part of the Laboratory Medicine Division within the Hospital.
- Will possess the necessary skill-mix to address current deficiencies.
- Will provide clinical leadership in MDT context – National Colposcopy Clinics, other hospital providing services.
- Conferences, teaching, training and audit.
- Will provide teaching/training for existing Histopathology NCHD and scientific staff.
- Will provide teaching for colposcopists.
- Colposcopy Service (OPD)

The Consultant's reporting relationship and accountability for the discharge of his/her contract is to the Master of the hospital, CCOO and the Director of Pathology.

The successful candidate:-

Should be fully trained to the level of Consultant Histopathologist / Cytopathologist.

Will be expected to demonstrate leadership.

S/he may have additional experience in other specialist areas to meet the needs of the Hospital. There may be the opportunity to develop other special interest sessions dependent on the need.

The post-holder will be responsible for the management of patients under his/her care, and, in liaison with consultant colleagues, continuity of care when the candidate is absent.

SPECIFIC RESPONSIBILITY AND ACCOUNTABILITY

The successful candidate will perform the following duties appropriate to the candidate:-

Clinical

Provision of Gynaecological Cytopathology +/- Histopathology to the TCH with:

- Responsibility for organisation and provision of Gynaecological Cytopathology +/- Histopathology at TCH.
- Responsibility for education, training and audit.
- Involvement in Clinical Audit Committee and Ethics Committee as required.
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- Other commitments as may be required by the Master/CEO & CCOO /Director of NCSL / Pathology

The duties of the post-holder will include:

- a) To attend at TCH at such times as may be determined by the TCH and in emergencies as required, and to remain in attendance thereat as long as his/her services are required.
- b) To attend at any clinic or site maintained by the TCH 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.
- c) To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, as set out within the Service Plan/TCH and in line with policies as specified by the Employer.
- d) To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
- e) 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.
- f) To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.
- g) To provide lectures as required in the hospitals for student nurses, other nurses in training and -other staff.
- h) To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant's care

Management & Administration

- a) To work within the framework of the hospital'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 TCH structure or other arrangements as apply.
- b) To participate in the development and operation of the service plan/TCH 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.
- c) To formally review the execution of the Service Plan with the Clinical Director / Employer periodically. The 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 determination of the Clinical Director regarding the Service Plan.
- d) 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.
- e) To be responsible for the maintenance of appropriate liaison arrangements between his/her department in the hospitals and the patients normal medical attendants.
- a) To collaborate with the Hospital Management, Master, Clinical Director, Director of Midwifery & Nursing, Secretary & General Manager, Clinical and non-clinical staff of the hospital in all matters appertaining to the general efficiency of the hospital.

Human Resources

- a) To co-operate with the expeditious implementation of the Disciplinary Procedure as per Consultants Public Only Contract 2023.
- b) To ensure in consultation with the Master/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.
- c) 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

- a) 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.

Financial

- a) To assist in the preparation of annual estimates/budgets of expenditure for revenues for which he/she is responsible.

General

- a) To reside convenient to TCH at such other place as may be approved by the TCH.
- b) The person appointed will hold office under the terms and conditions of the Public Only Contract 2023 for consultants employed in the public service which will determine that he/she will participate actively in the management of the hospitals, take cognisance of resource constraints and retain clinical autonomy while practising.

Other duties and responsibilities may be assigned to the appointed consultant by the Master as Chief Executive Officer of TCH Hospital in consultation with the postholder.

The duties of the successful applicant may change in the context of the skill mix of the individual and the requirements of the Hospital.

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 REQUIREMENTS

Professional Qualifications

Registration as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland in the speciality of Histopathology and one year documented postgraduate evidence of training and/or satisfactory experience in the area.

Age Restrictions In Relation To Applications

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 applications for the office occurs.

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 as would indicate a reasonable prospect of ability to render regular and efficient service."

Be of good character

A person selected for this role must be of good character.

Garda Vetting/ Police Clearance

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. Given the specialised nature of the services provided by The Coombe Hospital, your appointment is subject to satisfactory Garda Vetting and re-vetting in circumstances where the Hospital deems it appropriate. You are obliged to disclose previous and any criminal convictions acquired during the course of your employment. Should the Hospital obtain information from the Garda Vetting Unit to indicate that your Garda clearance report is not satisfactory and / or if you have supplied the Hospital with false or misleading information in relation to your Garda clearance status, the Hospital may terminate your contract with immediate effect.

Where candidates are appointed and have worked outside of jurisdiction, current police clearance is required.

PARTICULARS OF OFFICE

This locum appointment is on a Public Only Contract 2023 Basis under the Consultants' Contract 2023 with a commitment of 37 Hours to The Coombe Hospital.

Remuneration

Remuneration is in accordance with the salary scale approved by the Department of Health & Children effective from 1st June 2026.

Duties

The successful candidate will perform such duties as are outlined in responsibilities and accountabilities outlined in this document.

Hours of work

37 hours per week or less than whole time.

Flexibility

This post requires a high level of flexibility to ensure the delivery of an effective and efficient service. Therefore, the post holder will be required to demonstrate flexibility as and when required, i.e. evenings/weekends.

Probation

The successful candidate will be appointed initially for a probationary period of six months and may be extended at the discretion of the Employer for a further period of up to 6 months. During the probationary period progress or otherwise will be monitored and at the end of the probationary period the service will (a) be certified as satisfactory and confirmed in writing or (b) if not satisfactory, the probationary period may be extended in accordance with section 7 of the Public Only Contract 2023.

Annual Leave

Annual leave entitlement is 30 days per annum (pro-rata) and public holidays should be granted as determined by the Organisation of Working Time Act 1997.

Sick Leave

The Consultant may be paid under the Sick Pay Scheme for absences due to illness or injury. Granting of sick pay subject to a requirement to comply with the Employer's sick leave policy. Details of the scheme are set out at Appendix 19.4 of the Public Only Contract 2023.

Rest Days

Consultants with an on-call liability shall have an entitlement to avail of compensatory rest day / on the following basis:

1:1 on-call roster entitles the Consultant to 5 days in lieu per 4 week period;

1:2 on-call roster entitles the Consultant to 3 days in lieu per 4 week period.

1:3 and 1:4 on-call rosters or otherwise will benefit from rest as set out in the HSE Guidance on Provision of Compensatory Rest for Consultants issued on 16 April 2014 .

Termination of Office

If the Consultant wishes to terminate this employment (s) he shall provide the Employer (s) with 3 months written notice of his/her proposed termination date in line with the Public Only Contract 2023

Pension arrangements and retirement age

There are three superannuation schemes currently in operation for staff in the Coombe Hospital:

- (a) Voluntary Hospital Superannuation Scheme (Non-New Entrant)
- (b) Voluntary Hospital Superannuation Scheme (New Entrant)
- (c) Single Public Service Pension Scheme

Please read carefully the summary of the criteria for the three superannuation schemes below. This will assist you in identifying which scheme membership is applicable to your employment circumstances.

- (a) If you have been continually employed in the public service prior to the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (Non-New Entrant) with a Minimum Retirement Age of 60 and a Maximum Retirement Age of 65.
- (b) If you have been continually employed in the public service post the 1st April 2004 and you have not had a break in service of more than 26 weeks, you will be included in the Voluntary Hospital Superannuation Scheme (New Entrant) with a Minimum Retirement Age of 65. There is no Maximum Retirement Age.

The compulsory retirement age of 65 has been removed enabling staff to remain longer in work should they wish, subject to suitability and health requirements.

- (c) If you have commenced employment in the public service as a new entrant or you are a former public servant, returning to the public service after a break of more than 26 weeks, you will be included in the Single Public Service Pension Scheme effective from the 1st January 2013 with a minimum retirement age of 66 (rising to 67 and 68 in line with state pension changes). The maximum retirement age under this scheme will be age 70.

The person appointed will be required to join the relevant Superannuation Scheme and will be required to contribute to the employing authority at the appropriate rate of gross annual superannuable remuneration as determined by the Minister responsible for the Scheme.

Pension benefits made to part-time staff will be on a pro-rata basis.

Pension Arrangements and Retirement Age:

For existing Public Servants (i.e. those who have entered the public service on or before the 31st March 2004) retirement is compulsory on reaching the age of 65 years.

However, candidates should note that changes have been made in the superannuation provisions and retirement ages for public servants who take up duty with effect from 1st April 2004.

In this context, new entrants, within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act 2004, to the public service should note:

The minimum pension age has been increased to 65 years for most new entrants to the public service. The compulsory retirement age of 65 has been removed

Pension benefits for new entrants will accrue on a standard basis (i.e., one year's credit for one year's service up to a maximum of 40 years' service) while normal abatement of pension provision will apply to all public sector posts.

With effect from 1st January 2013, it is a condition of the appointment of new entrants to the public service* that you be a member of the Single Public Service Pension Scheme. Please see information booklet attached.

*A former public servant returning to the public service after a break of more than 26 weeks is considered a new entrant.

Health & Safety

- All employees must comply with the Safety, Health and Welfare at Work Act, 2005.
- Comply and enact Health and Safety responsibilities as outlined in Hospital policies, protocols and procedures relevant to your area.
- Take reasonable care to protect your own safety, health and welfare and that of any other person who may be affected by your acts or omissions at work.
- Ensure that personal protective equipment is worn while on duty.
- Correct use of equipment.

Information Technology

Ensure that you make the most effective and efficient use of developments in technology for both patient care and IT support in a manner, which integrates well with systems throughout the organisation, actively assisting in the integration of new technology and systems.

Hygiene/Infection Control

All employees have responsibility for Hygiene awareness. Hygiene is defined as "The practice that serves to keep people and environments clean and prevent infection." All employees also have a responsibility under their terms of employment to prevent transmission of infection and to follow the hospital infection control policies and guidelines as outlined in the Infection Control Manual. All employees must be aware that they work in an area where there is potential for transmission of infection. All employees have a responsibility to follow hand hygiene guidelines as this is the single most important intervention to prevent the transmission of infection.

Confidentiality

In the course of the post holder's employment he/she may have access to or have information concerning the personal affairs of staff or other confidential information. Such information is strictly confidential and unless acting on the instruction of an authorised officer, on no account must information concerning staff or other service business be divulged or discussed, except as appropriate in the performance of normal duty. In addition, information, records, files must never be left in such a manner that unauthorised persons can obtain access to them. No records, documents or property of the Hospital may be removed from the premises of the Hospital without prior authorisation. You must return to the Hospital upon request and, in any event, upon the termination of your employment, all documents or other property of the Hospital which are in your possession or under your control.

Clinical Indemnity

The Consultant will be provided with an indemnity against the cost of meeting claims for personal injury arising out of bona fide actions taken in the course of his/her employment. This indemnity is in addition to the Employer's(s') Public Liability / Professional Indemnity / Employer's(s') Liability in respect of the Consultant's non-clinical duties arising under this contract. Notwithstanding (a) above, the Consultant is strongly advised and encouraged to take out supplementary membership with a defence organisation or insurer of his/her choice, so that (s) he has adequate cover for matters not covered by this indemnity such as representation at disciplinary and fitness to practice hearings or Good Samaritan acts outside of the jurisdiction of the Republic of Ireland. Under the terms of this indemnity the Consultant is required to report to an officer designated by the Employer in such form which may be prescribed, all adverse incidents which might give rise to a claim and to otherwise participate in the Employer's risk management programme as may be required from time to time. In the event that an adverse incident is first reported by a third party, the Consultant/Head of Department should be notified as soon as practicable.

Data Management

Ensure compliance with the obligations required by the General Data Protection Regulations (GDPR) 2018.

Trust in Care Policy

The Coombe Hospital is committed to the principles of the Trust in Care Policy and all employees have a duty to report concerns for the safety and welfare of patients with in the procedures detailed in this policy.

Children First: National Guidance for the Protection and Welfare of Children Act 2015

The Hospital is committed to the principles of the Children First Act 2015 all employees must fully comply with Procedures and Practices including relevant legislation and Codes of Practice.

Note: This job description is an outline of current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. As the role develops in the hospital this job description may be reviewed in light of possible new structures and/or changing needs of the hospital.

The extent and speed of change in the delivery of health care is such that adaptability is essential at this level of appointment. The incumbent will be required to maintain, enhance and develop their knowledge, skills and aptitudes necessary to respond to a changing situation. The Job Description must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Application Details

Intending applicants should submit an updated Curriculum Vitae, and letter of application to www.rezoomo.com **before the closing date of 16.09.2026**

Application form for the above post is available at www.coombe.ie and www.rezoomo.com

Informal enquiries

Informal enquiries may be directed to: Dr Corrina Wright, Clinical Director of NCSL, e-mail: cwright@coombe.ie

Short-listing

Applicants will be subject to short listing based on information provided in their Curriculum Vitae /application, whereby only those who meet set criteria shall be called to interview.

Presentation

Candidates who are shortlisted for interview may be required to make a presentation to the Interview Board. The title and length of the presentation will be advised in advance of interview.

Expenses

The Coombe Hospital regret that they cannot be responsible for any expenses a candidate may incur in participating in the recruitment and selection process.

All candidates should note that, in order to maintain a timely process, the closing date and time for receipt of application.