Registrar– HSE Mid-West Acute and Older Persons Services
Job Specification & Terms and Conditions

Job Title, Grade Code	**Registrar 1538**
Remuneration	The salary scale for the post is: 69,580 72,259 74,874 76,799 79,363 81,937 (February 2026) New appointees to any grade start at the minimum point of the scale. Incremental credit will be applied for recognised relevant service in Ireland and abroad (Department of Health Circular 2/2011). Incremental credit is normally granted on appointment, in respect of previous experience in the Civil Service, Local Authorities, Health Service and other Public Service Bodies and Statutory Agencies.
Proposed Interview Date (s)	TBC
Taking up Appointment	A start date will be indicated at job offer stage.
Location of Post	HSE Mid-West, University Hospital Limerick
Reasonable Accommodations	Candidates who require a Reasonable Accommodation/s to support their participation, at any stage, in the recruitment and selection process, should email mmuhl@hse.ie

Details of Service	Six Health Regions have been established within the HSE, on the basis of the geographical boundaries agreed by the Government in July 2019 and they will be fully operational from 2024.
	
	Each Health Region will be tasked with population specific planning resourcing and delivery of health and social care services for the needs of its unique population. This will result in improved accountability and governance in terms of finance and performance, while also bringing decision-making closer to the frontline.
	
	Health Regions will enable and empower staff to provide services that are:
	• Integrated, locally planned and delivered
	• Easier to access and navigate
	• Available closer to home
	
	Health Regions are geographically-based units with clearly defined populations. They align community and hospital services within specific areas. The HSE will retain a strong but leaner central organisation, with more service provision developed at a local level.
	
	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:
	
	• Acute Hospitals Midwest, consisting of
	  • University Hospital Limerick
	  • University Maternity Hospital Limerick
	  • Ennis Hospital
	  • Nenagh Hospital
	  • Croom Hospital
	  • St John's Hospital (voluntary)

	• 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 works 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 NCHD's reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director. The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required.
Purpose of the Post	During the appointment the successful candidate will be, 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.
Principal Duties and Responsibilities	The NCHD's standard duties and responsibilities include, as directed by the Consultant / Clinical Director / Employer to, inter alia: • 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 patients 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; • 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[1] where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc); co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments; document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice; be aware of risk management issues, identify risks and take appropriate action. **Education and Training:** • attend at NCHD Induction; • 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. **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. **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 changes 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**	Candidates must possess, at time of application: **Before taking up the post:** Each successful candidate must be registered in the Register of Medical Practitioners, maintained by the Medical Council of Ireland, in accordance with the Medical Practitioners Act 2007 at the time of application. **Required English Language Competency:** All NCHDs taking up employment with the HSE and section 38 organisations who were not registered with the Irish Medical Council in any of the divisions of the Register of Medical Practitioners prior to 1st January 2015, or who did not complete the entirety of their under-graduate medical training in the Republic of Ireland, are required to provide evidence under one of the following categories: **Category 1.** Doctors who completed their Medical degree in English from any of the following countries: Australia, Canada, New Zealand, The United States of America or The United Kingdom must provide: • A copy of their Medical Degree Certificate **Category 2.** Doctors who completed: The Irish State Leaving Certificate examination or A Levels in the United Kingdom and a Medical Degree in English must provide all three of the following: 1. A copy of Irish Leaving Certificate/UK A-Level transcript results 2. A copy of their Medical Degree 3. Certificate/confirmation from their University confirming their Medical degree was taught and examined solely in English **Category 3.** Doctors who meet the English Language requirements by attaining certification via the recognized English Language Tests **must** submit a certificate of test results from either the International English Test System (IELTS) (Academic EXAM) **or** Occupational English Test (OET). **Please note that:** • As outlined above doctors who have not previously been employed with the HSE/section 38 organisations who apply for an NCHD position or to a national Training Programmes must provide evidence of a valid IELTS/OET test dated within two years at application stage. • NCHDs applying for national Training Programmes who have completed IELTS/OET and are currently in employment or were previously employed by the HSE must provide evidence at application stage that a valid IELTS/OET test was completed and submitted to the employer at the time of first employment with the HSE.Test results cannot be combined. The HSE will only accept one test result. • In addition to providing evidence, as required, of the IELTS/OET the NCHDs communication skills must be independently assessed, by employer or training body, as part of the application and interview process, before the NCHD is recommended for appointment or contract of employment issued (excludes Interns). • Potential applicants must be informed of these requirements as part of the recruitment process. **There are no exemptions to the above requirements.** **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 **Age** Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not

	classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.
Skills, competencies and/or knowledge	• Sufficient command of the English language to effectively carry out the duties and responsibilities of the role. The HSE reserves the right to require appointees to undertake a test of English language competency at any point in their employment; • sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role; • an ability to apply knowledge to evidence based practice; • effective team skills and leadership potential; • the ability to plan and deliver care in an effective and resourceful manner; • an ability to manage and develop self in a busy working environment; • the ability to effectively evaluate clinical information and make appropriate decisions; • a commitment to assuring high standards and strive for a patient centred service; • effective team skills; • effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc and good presentation skills; • awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect; • flexibility and openness to change; • ability to utilise supervision effectively; • a willingness to develop IT skills relevant to the role. • Be Registered with the Irish Medical Council of Ireland
Competition Specific Selection Process **Short listing / 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. 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 ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation.
Diversity, Equality and Inclusion	The HSE is an equal opportunities employer. Employees of the HSE bring a range of skills, talents, diverse thinking and experience to the organisation. The HSE believes passionately that employing a diverse workforce is central to its success – we aim to develop the workforce of the HSE so that it reflects the diversity of HSE service users and to strengthen it through accommodating and valuing different perspectives. Ultimately this will result in improved service user and employee experience. The HSE is committed to creating a positive working environment whereby all employees inclusive of age, civil status, disability, ethnicity and race, family status, gender, membership of the Traveller community, religion and sexual orientation are respected, valued and can reach their full potential. The HSE aims to achieve this through development of an organisational culture where injustice, bias and discrimination are not tolerated. The HSE welcomes people with diverse backgrounds and offers a range of supports and resources to staff, such as those who require a reasonable accommodation at work because of a disability or long term health condition. For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at https://www.hse.ie/eng/staff/resources/diversity/

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 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/.
The reform programme outlined for the health services may impact on this role, and as structures change the Job Specification may be reviewed. This Job Specification 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

Tenure	Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointments) Act 2004 and Public Service Management (Recruitment and Appointments) Amendment Act 2013.
Working Week	Successful candidates will be contracted to undertake duties and provide such services as are set out in the job description and in the manner specified in the NCHD contract for 39 hours per week. The 39 hours are as determined by the relevant service roster and include a paid lunch break. The successful candidate will be required to deliver these hours on any five days out of the seven in a week as determined by the Employer.
Annual Leave	The annual leave associated with the post will be confirmed at Contracting stage.
Superannuation	This is a pensionable position with the HSE. The successful candidate will upon appointment become a member of the appropriate pension scheme. Pension scheme membership will be notified within the contract of employment. Members of pre-existing pension schemes who transferred to the HSE on the 01st 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 which they were entitled to 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. **** Public Servants not affected by this legislation:*** Public servants joining the public service or re-joining the public service with a 26 week break in service, between 1 April 2004 and 31 December 2012 (new entrants) have no compulsory retirement age. Public servants, joining the public service or re-joining the public service after a 26 week break, after 1 January 2013 are members of the Single Pension Scheme and have a compulsory retirement age of 70.
Protection of Children Guidance and Legislation	The welfare and protection of children is the responsibility of all HSE staff. You must be aware of and understand your specific responsibilities under the Children First Act 2015, the Protections for Persons Reporting Child Abuse Act 1998 in accordance with Section 2, Children First National Guidance and other relevant child safeguarding legislation and policies. Some staff have additional responsibilities such as Line Managers, Designated Officers and Mandated Persons. You should check if you are a Designated Officer and / or a Mandated Person and be familiar with the related roles and legal responsibilities. Visit HSE Children First for further information, guidance and resources.
Infection Control	Have a working knowledge of 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.
Health & Safety	It is the responsibility of line managers to ensure that the management of safety, health and welfare is successfully integrated into all activities undertaken within their area of responsibility, so far as is reasonably practicable. Line managers are named and roles and responsibilities detailed in the relevant Site Specific Safety Statement (SSSS). Key responsibilities include:

	• Developing a SSSS for the department/service[2], as applicable, based on the identification of hazards and the assessment of risks, and reviewing/updating same on a regular basis (at least annually) and in the event of any significant change in the work activity or place of work. • Ensuring that Occupational Safety and Health (OSH) is integrated into day-to-day business, providing Systems Of Work (SOW) that are planned, organised, performed, maintained, and revised as appropriate, and ensuring that all safety related records are maintained and available for inspection. • Consulting and communicating with staff and safety representatives on OSH matters. • Ensuring a training needs assessment (TNA) is undertaken for employees, facilitating their attendance at statutory OSH training, and ensuring records are maintained for each employee. • Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures[3]. • Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate. • Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example. **Note**: Detailed roles and responsibilities of Line Managers are outlined in local SSSS.
Ethics in Public Office 1995 and 2001	Delete the section below; if the salary is less than the minimum grade viii salary point. Check the most recent HSE Pay scales Positions remunerated at or above the minimum point of the Grade VIII salary scale 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.

[2]A template SSSS and guidelines are available on writing your site or service safety statement.
[2] Structures and processes for effective incident management and review of incidents.