Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Regional Hospital Mullingar, Co Westmeath

Registrar

Job Specification, Terms & Conditions

Job Title, Grade	**Registrar – Obstetrics & Gynaecology**
Competition Reference	**RHM January 2027**
Closing Date	Friday 4th of December 2026 at 12noon
Proposed Interview Date(s)	Week beginning Monday 7th of December 2026
Organisational Area	Dublin Midlands Hospital Group
Location of Post	RHM is a Model 3 Statutory Hospital. It provides a wide range of services for people in Westmeath & Longford and a specialised service for a broader Midlands population of 291,000 including Laois, Offaly, North Meath, Kildare & Roscommon. The hospital has 217 beds (194 inpatient, 16 day beds, 7 bedded Medical Assessment Unit & a combined Critical Care Unit comprising of six beds (ICU/CCU). The Hospital provides services in the following: • Accident & Emergency • General Medicine (Including Regional Stroke Thrombolysis) • General Surgery • Obstetrics and Gynaecology • Paediatric / Special Care Baby Unit • Anaesthetics
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, 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; • Assignment to support gynaecology services as required. • Perform other duties as required by the supervising Consultant / Clinical Director / Employer. **Legislation / Policy / Procedures:** • Co-operate with such measures as are necessary to ensure compliance with the requirements of the European Working Time Directive and related Irish legislation comply with statutory and regulatory requirements, agreed training principles1 where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc) • Co-operate with such arrangements as are put into pace to verify the delivery of all contractual commitments; • Document appropriately and report any near misses, hazards and accidents and Bring them to the attention of relevant / designated individual(s) in line with best practice; • Be aware of risk management issues, identify risks and take appropriate action. **Education and Training:** • Attend at NCHD Induction; • Participate in mandatory and recommended educational and professional development programmes in accordance with organisational / professional requirements; • Maintain and develop professional expertise and knowledge by actively engaging i 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 need and opportunities to improve services; • Assist the Consultant / Clinical Director / Employer in service development, includir policy development and implementation; • Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information / statistics as required; • Engage in service audit and demonstrate the achievement of the service objectives • Represent the department / profession / team at meetings and conferences as appropriate; • Keep up to date with change and developments within the Irish Health Service. **The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.** 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. [1] "Training principles to be incorporated into new working arrangements for doctors in training" published by the Medical Education and Training Group, July 2004
Eligibility Criteria **Qualifications and/ or experience**	Candidates must possess, on the closing date: **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 by 08th July 2019 or earlier to take up appointment from that time. **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 ar 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.
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. 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.
Code of Practice	The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Codes also specifies the responsibilities placed on candidates, feedback facilities for candidates on matters relating to their application, when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process, and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE's review process is available in the document posted with each vacancy entitled "Code Of Practice, Information For Candidates". Codes of Practice are published by the CPSA and are available on www.hse.ie in the document posted with each vacancy entitled "Code of Practice, Information For Candidates" or on www.cpsa-online.ie.

The reform programme outlined for the Health Services may impact on this role and as structures change the job description may be reviewed.

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

Tenure	**12 Months**
Remuneration	**The Department of Health salary scale (01/06/26) for the post is:** **Registrar: €70,276 to €82,756 p.a. (6 points)**
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	Annual leave is granted in accordance with the provisions of the Organisation of Working Time Act 1997.
Superannuation	Membership of the HSE Employee Superannuation Scheme applies to this appointment. Existing Members 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. Appointees to posts in the Mental Health Services which formerly attracted fast accrual of service should note that the terms of Section 65 of the Mental Treatment Act 1945 do not apply to New Entrant Public Servants as defined by Section 12 of the Public Service Superannuation (Miscellaneous Provisions) Act 2004
Probation	**Every appointment of a person who is not already an officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71.**
Protection of Persons Reporting Child Abuse Act 1998	This post is one of those designated in accordance with Section 2 of the Protection of Persons Reporting Child Abuse Act, 1998. You will remain a designated officer for the duration of your appointment in this post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. Such officers will, on receiving a report of child abuse, formally notify the Senior Social Worker in the community care area in which the child is living.
Ethics in Public Office 1995 and 2001	Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.2010) are designated positions under Section 18 of the Ethics in Public Office Act 1995. Any person appointed to a designated position must comply

Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.10)	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/
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.