



**Medical Officer, Principal  
South East Community Healthcare  
Job Specification & Terms and Conditions**

<b>Job Title, Grade Code</b>	<b>Medical Officer, Principal</b> (Grade Code: 1791)
<b>Campaign Reference</b>	SECH23MOP
<b>Remuneration</b>	The Salary scale for the post is as at 01/03/2023: €112,721
<b>Closing Date</b>	Friday 18 <sup>th</sup> August 2023  <i><b>*We recommend that candidates submit their application a minimum of 1 hour before the closing date and time to ensure their application form has been uploaded successfully to Rezoomo. Applications will not be accepted after this date and time, no exceptions will be made*</b></i>
<b>Proposed Interview Date (s)</b>	Proposed interview dates will be indicated at a later stage. Please note you may be called forward for interview at short notice.
<b>Taking up Appointment</b>	A start date will be indicated at job offer stage.
<b>Location of Post</b>	<b>South East Community Healthcare (Carlow, Kilkenny, South Tipperary, Waterford and Wexford)</b>  There is currently 1 permanent, whole-time vacancy based in Kilkenny  A panel may be created from this campaign for <b>Medical Officer, Principal South East Community Healthcare</b> from which current and future, permanent and specified purpose vacancies of full time or part time duration may be filled.
<b>Informal Enquiries</b>	Anna Marie Lanigan, Head of Primary Care Service, South East Community Healthcare Tel: 056 7784277 Email: <a href="mailto:hopc.southeast@hse.ie">hopc.southeast@hse.ie</a>
<b>Details of Service</b>	The Principal Medical Officer (PMO) is an integral member of the Primary Care Management team. The PMO is primarily responsible for leading and implementing the clinical direction of the Community Medical Department and for providing clinical oversight to the delivery, quality and efficiency of Community Medical services. The PMO also works as part of the wider Primary Care Management team to achieve shared goals.
<b>Reporting Relationship</b>	The post holder will report directly to the Head of Service Primary Care and work collaboratively with the Primary Care General Managers
<b>Key Working Relationships</b>	Principal Medical Officers work closely with departments of Public Health Nursing, GPs, Paediatricians, Speech and Language Therapists, OTs, audiology services, ophthalmology services, disability services, PCRS and the National Immunisation Office.  They also work as part of the wider Primary Care Management team to achieve shared goals.
<b>Purpose of the Post</b>	The Principal Medical Officer (PMO) is an integral member of the Primary Care Management team. The PMO is primarily responsible for leading and implementing the clinical direction of the Community Medical Department and for providing clinical oversight to the delivery, quality and efficiency of Community Medical services.  With a focus on quality and safety, the incumbent manages and holds accountability for clinical governance and risk management functions across the Community Medical Department, along with the design and implementation of other clinical systems, as appropriate. The PMO applies medical expertise to ensure the maintenance and development of a comprehensive and evidence-based service delivery model.  The Medical Officer, Principal will work within the overall strategic direction set by the Chief Officer of Community Healthcare West and will have medical governance and management



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	<p>responsibility for the designated areas of South East Community Healthcare. In developing Community Health, the Medical Officer, Principal will need to take account of relevant national policy and strategic direction.</p>
<p><b>Principal Duties and Responsibilities</b></p>	<p>The Medical Officer, Principal will carry out specific functions designated appropriate to the office, which include the following:</p> <p><b><u>Principal Duties</u></b></p> <ul style="list-style-type: none"> <li>• Overall management, organisation and strategic planning for the Community Medical Department.</li> <li>• Supporting the implementation of the National Clinical Care Programmes for specific diseases and the internationally recognised chronic care model.</li> <li>• Effective and efficient management of resources assigned to the service within prescribed budgetary limits</li> <li>• To participate with senior management, other service managers, other members of the primary care team and other healthcare professionals in implementing targets and plans and reviewing progress.</li> <li>• To participate as a member of relevant management teams</li> <li>• Overseeing the work of Senior Medical officers and Area Medical Officers within the HSE Medical Department of Community Health</li> <li>• Development of a service plan for the Community Medical Services including the areas of Child Health, Older People, Disability, Mental Health, Population Health and Immunisations and to ensure its implementation in line with HSE Policy.</li> <li>• Achievement of performance indicators for monitoring of the Community Medical Services function.</li> <li>• Ensuring appropriate training is provided for Senior Medical Officers and Area Medical Officers in the Dept.</li> <li>• To contribute to the evaluation of Community Medical Services.</li> <li>• To develop close functional advisory and working relationships with other statutory and non-statutory agencies.</li> <li>• To carry out such statutory functions that may be assigned.</li> <li>• To participate as required in programmes and studies within the HSE.</li> <li>• To participate in and co-operate with the development of appropriate information technology systems and maintenance of medical information systems relevant to the provision of community medical services within the care group.</li> <li>• To perform other duties/functions as may be determined from time to time by the HSE.</li> <li>• Engage in the HSE performance achievement process in conjunction with your Line Manager and staff as appropriate.</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <p><i>The Principal Medical Officer will be required to:</i></p>



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	<ul style="list-style-type: none"> <li>• Promote a safe working environment in accordance with Health and Safety legislation.</li> <li>• Be aware of and implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.</li> <li>• Ensure appropriate risk management systems are in place, identify risks and take responsibility for appropriate action and quality improvement plans.</li> <li>• Manage any adverse incidents in accordance with organisational guidelines</li> <li>• Adequately identifies, assesses, manages and monitors risk within their area of responsibility.</li> <li>• Have a working knowledge of the 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.</li> <li>• Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.</li> </ul> <p><b>The above Job Specification 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 them from time to time and to contribute to the development of the post while in office.</b></p>
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<p><b>Eligibility Criteria</b></p> <p><b>Qualifications and/ or experience</b></p>	<p><b>Candidates must have at the latest date of application:</b></p> <p><b>1. <u>Professional Qualifications, Experience, etc</u></b></p> <ul style="list-style-type: none"> <li>i) Be a medical practitioner who is registered, other than provisionally or temporarily, in the Register of Medical Practitioners <i>or</i> who is entitled to be so registered.</li> <li>ii) Possess a Master's in Public Health/Diploma in Public, MSc. In Community Health or equivalent.</li> <li>iii) Possess one additional qualification from the following:             <ul style="list-style-type: none"> <li>• MICGP, MRCGP, MFPHMI, MFOH or other higher medical degree obtained by examination.</li> <li>• Diploma in Child Health or Diploma in Medicine for the Elderly.</li> <li>• Diploma in Medical Management or other recognised management.</li> <li>• Diploma e.g. Diploma in Healthcare Management.</li> <li>• Qualification in Health Economics.</li> </ul> </li> </ul> <p><b>2. <u>Experience</u></b></p> <p>Each candidate must on the latest date for receiving completed applications for the post have had since becoming entitled to full registration, at least 7 years satisfactory experience in the practice of the medical profession. Each candidate must also have worked as a Senior Area Medical Officer or Area Medical Officer for 5 years or have obtained equivalent relevant experience.</p>
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**Medical Officer, Principal  
South East Community Healthcare  
Job Specification & Terms and Conditions**

	<p>The successful candidate is expected to have working knowledge of the broader structure and functions of the Health Service including national strategies, policy documents and plans pertaining to the Community Medical Service. The candidate is also expected to have satisfactory experience in multidisciplinary, interagency work preferably in managerial capacity.</p> <p><b>3. Age</b> Age restriction shall only apply to a candidate where s/he 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.</p> <p><b>4. Health</b> 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.</p> <p><b>5. Character</b> Each candidate for and any person holding the office must be of good character.</p>
<b>Post Specific Requirements</b>	Demonstrate depth and breadth of experience in multidisciplinary, interagency work specifically in the area of Paediatrics/Child Health as relevant to the role.
<b>Other requirements specific to the post</b>	The post holder will need to have appropriate access to transport to fulfil the requirements of the role.
<b>Skills, competencies and/or knowledge</b>	<p><b>Candidates must:</b></p> <p><b><u>Professional/Clinical Knowledge</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate excellent track record in community medicine and a demonstrable commitment to best practice</li> <li>• Demonstrate the capacity to manage the service in an effective and resourceful manner within a model of person-centred care.</li> <li>• Demonstrate a high level of clinical and professional knowledge relevant to the role.</li> <li>• Demonstrate a high degree of commitment, professionalism and dedication to the philosophy of quality health care provision.</li> <li>• Demonstrate a working knowledge of the broader structure and function of the Health Service including national strategies, policy documents and plans pertaining to the Community Medical Service.</li> <li>• Demonstrate satisfactory experience in multidisciplinary, interagency work preferably in a managerial capacity</li> </ul> <p><b><u>Planning &amp; Managing Resources</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate ability to plan, organise and deliver services in an efficient, effective and resourceful manner, within a model of patient centred care and value for money</li> <li>• Demonstrate ability to manage deadlines and effectively handle multiple tasks</li> <li>• Demonstrate ability to adapt to changing sets of demands / work environment.</li> </ul> <p><b><u>Building &amp; Maintaining Relationships including Leadership, Managing People &amp; Team Skills</u></b></p>



	<ul style="list-style-type: none"> <li>• Demonstrate ability to build strong relationships and networks at all levels within and outside the organisation.</li> <li>• Demonstrate effective leadership and team skills including the ability to work in a multi-disciplinary environment.</li> <li>• Demonstrate flexibility and openness to change and ability to lead and support others in a changing environment</li> <li>• Demonstrate ability to manage, motivate and develop staff to maximize performance at work</li> <li>• Demonstrate the ability to foster a learning culture amongst staff and colleagues to drive continuous improvement in services to patients.</li> <li>• Demonstrate ability to work effectively with multi-disciplinary teams</li> <li>• Ability to influence others.</li> </ul> <p><b><u>Commitment to Providing a Quality Service</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate understanding of, and commitment to, the underpinning requirements and key processes in providing quality patient centred care</li> <li>• Demonstrate an ability to monitor and evaluate service performance and levels of care</li> </ul> <p><b><u>Evaluating Information, Judging Situations &amp; Problem Solving</u></b></p> <ul style="list-style-type: none"> <li>• Demonstrate strong problem-solving skills including the ability to evaluate information and make effective decisions especially with regard to service delivery.</li> </ul> <p><b><u>Communication &amp; Interpersonal Skills</u></b></p> <ul style="list-style-type: none"> <li>• Display effective interpersonal and communication (verbal and written) skills including skills in multi-disciplinary working and the ability to collaborate with colleagues, families, etc ; the ability to give constructive feedback</li> <li>• Demonstrate competency in general use of information technology-computers, office functions, internet for research purposes, email, preparation of presentation materials etc.</li> </ul>
<p><b>Campaign Specific Selection Process</b></p> <p><b>Ranking/Shortlisting / Interview</b></p>	<p>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.</p> <p><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></p> <p>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.</p>
<p><b>Diversity, Equality and Inclusion</b></p>	<p>The HSE is an equal opportunities employer.</p> <p>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</p>



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South East Community Healthcare  
Job Specification & Terms and Conditions**

	<p>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.</p> <p>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.</p> <p>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.</p> <p>For further information on the HSE commitment to Diversity, Equality and Inclusion, please visit the Diversity, Equality and Inclusion web page at <a href="https://www.hse.ie/eng/staff/resources/diversity/">https://www.hse.ie/eng/staff/resources/diversity/</a></p>
<b>Code of Practice</b>	<p>The Health Service Executive will run this campaign in compliance with the Code of Practice prepared by the Commission for Public Service Appointments (CPSA).</p> <p>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.</p> <p>The CPSA Code of Practice can be accessed via <a href="https://www.cpsa.ie/">https://www.cpsa.ie/</a>.</p>
<p>The reform programme outlined for the Health Services may impact on this role and as structures change the Job Specification may be reviewed.</p> <p>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.</p>	
<b>Tenure</b>	<p>The current vacancy available is <b>permanent</b> and <b>whole time</b>.</p> <p>The post is pensionable. A panel may be created from which permanent and specified purpose vacancies of full or part time duration may be filled. The tenure of these posts will be indicated at “expression of interest” stage.</p> <p>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.</p>
<b>Remuneration</b>	<p>The Salary scale for the post (as at 1/3/2023) is:</p> <p>€112,721</p>
<b>Working Week</b>	<p>The standard working week applying to the post is to be confirmed at Job Offer stage.</p> <p>HSE Circular 003-2009 “Matching Working Patterns to Service Needs (Extended Working Day / Week Arrangements); Framework for Implementation of Clause 30.4 of Towards 2016” applies. Under the terms of this circular, all new entrants and staff appointed to promotional posts from Dec 16<sup>th</sup>, 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to</p>



**Medical Officer, Principal  
South East Community Healthcare  
Job Specification & Terms and Conditions**

	change between the hours of 8am-8pm over seven days to meet the requirements for extended day services in accordance with the terms of the Framework Agreement (Implementation of Clause 30.4 of Towards 2016).
<b>Annual Leave</b>	The annual leave associated with the post will be confirmed at Contracting stage.
<b>Superannuation</b>	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 01 <sup>st</sup> 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 31 <sup>st</sup> December 2004
<b>Age</b>	The Public Service Superannuation (Age of Retirement) Act, 2018* set 70 years as the compulsory retirement age for public servants.  <b>* <u>Public Servants not affected by this legislation:</u></b> 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.
<b>Probation</b>	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 12 months as stipulated in the Department of Health Circular No.10/71.

<b>Protection of Children Guidance and Legislation</b>	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.  For further information, guidance and resources please visit: <a href="#">HSE Children First webpage</a> .
<b>Infection Control</b>	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.
<b>Health &amp; Safety</b>	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:  <ul style="list-style-type: none"> <li>• Developing a SSSS for the department/service<sup>1</sup>, 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.</li> </ul>



**Medical Officer, Principal  
South East Community Healthcare  
Job Specification & Terms and Conditions**

	<ul style="list-style-type: none"><li>• 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.</li><li>• Consulting and communicating with staff and safety representatives on OSH matters.</li><li>• 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.</li><li>• Ensuring that all incidents occurring within the relevant department/service are appropriately managed and investigated in accordance with HSE procedures<sup>2</sup>.</li><li>• Seeking advice from health and safety professionals through the National Health and Safety Function Helpdesk as appropriate.</li><li>• Reviewing the health and safety performance of the ward/department/service and staff through, respectively, local audit and performance achievement meetings for example.</li></ul>
<b>Ethics in Public Office 1995 and 2001</b>	<p><b>Note:</b> Detailed roles and responsibilities of Line Managers are outlined in local SSSS.</p> <p>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:</p> <p>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 31<sup>st</sup> January in the following year.</p> <p>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.</p> <p>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 <a href="https://www.sipo.ie/">https://www.sipo.ie/</a>.</p>

<sup>1</sup> A template SSSS and guidelines are available on the National Health and Safety Function, here: <https://www.hse.ie/eng/staff/safetywellbeing/about%20us/>

<sup>2</sup> See link on health and safety web-pages to latest Incident Management Policy