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**Ophthalmic Physician, Community**

**Job Specification, Terms & Conditions**

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| **Job Title and Grade** | **Ophthalmic Physician, Community**  *(Grade Code: 1491)* |
| **Campaign Reference** | NRS05073 |
| **Closing Date** | Thursday 1st February 2018 at 12noon |
| **Proposed Interview Date(s)** | *Early March 2018* |
| **Taking up Appointment** | A start date will be indicated at job offer stage |
| **Location of Post** | **NRS05073A - CHO Area 3 (Clare, Limerick & North Tipperary)**  There is currently two permanent, whole-time post available in this location.  The Service Manager is open to engagement in respect of flexibility around filling positions, i.e. part-time or full time. Discussions to fill positions will be dependent on providing the best service within CHO3 in conjunction with existing staff arrangements  A panel may be formed as a result of this campaign for CHO Area 3 (Clare, Limerick & North Tipperary) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  **NRS05073B - CHO Area 9 (Dublin North City & County)**  There is currently one permanent part-time (0.6 WTE) post available. Initial assignment will be to Grange Gorman Primary Care Centre  A panel may be formed as a result of this campaign for CHO Area 9 (Dublin North City & County) from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled.  **NRS05073C - Midland Regional Hospital Portlaoise**  There is currently one permanent whole-time post available in this location.  The Service Manager is open to engagement in respect of flexibility around filling positions, i.e. part-time or full time. Discussions to fill positions will be dependent on providing the best service within Midlands Regional Hospital Portlaoise in conjunction with existing staff arrangements  A panel may be formed as a result of this campaign for Midlands Regional Hospital Portlaoise from which current and future, permanent and specified purpose vacancies of full or part-time duration may be filled. |
| **Informal Enquiries** | **CHO Area 3 (Clare, Limerick & North Tipperary)**  Ms. Esther Connellan, Primary Care Services Manager  **Email:** [esther.connellan@hse.ie](mailto:esther.connellan@hse.ie)  **Phone:** 065 6868038  **CHO Area 9 (Dublin North City & County)**  Annette Murphy, Area Administrator  **Email:** [annette.obrienmurphy@hse.ie](mailto:annette.obrienmurphy@hse.ie)  **Phone:** Tel: - 01 897 5188  **Mobile:** 087 – 1714105  **Midlands Regional Hospital Portlaoise**  Josephine Lowry, Operations, Midland Regional Hospital Portlaoise,  **Email:** [Josephine.lowry@hse.ie](mailto:Josephine.lowry@hse.ie)  **Phone:** 057 8696059  **Mobile:** 086 3842708 |
| **Details of Service** | **CHO Area 3 (Clare, Limerick & Tipperary North)**  The person appointed to the post will be based within the Community Services provided by CHO3 at Health Centres within Clare, Limerick and North Tipperary and will be involved in provision of Community Ophthalmic Service to Children and Adults.  The person will work as part of a Multi-Disciplinary Team dealing with referrals from Public Health Nurses, Area Medical Officers and General Practitioners and the Ophthalmic Department of the University Hospital, Limerick.  The service is to be developed in line with the Primary Care Eye Services Review Report due to be published in June, 2017.  **CHO Area 9 (Dublin North City & County)**  The person appointed to this post will work within the Integrated Services Directorate; working as part of multi-disciplinary teams delivering a coordinated approach to client care.  Ophthalmology is a very important service within the CHO 9 area and the impact of poor sight on the quality of life at any age makes ophthalmology a high profile speciality.  In CHO 9 the Community Eye Clinic is currently based on the Navan Road but will be moving to a new primary care facility in the Grange Gorman Campus in early 2017.  The primary aim of the Community Eye Clinic is to promote good ophthalmic health and quality of life for all categories of patients who attend the eye clinic.  The Community Ophthalmic Physician therefore has a vital role to play in providing a comprehensive and high quality eye care service to patients across CHO 9 in conjunction with other members of the Community Eye Clinic team.  Currently the team includes one Community Ophthalmic Physician, two Senior Orthoptists, one Nurse and two administration staff.  The successful candidate will also participate in providing ophthalmic care to patients at Temple Street Children’s University Hospital. This will allow the successful candidate to maintain other skills in the area of acute care and in part can afford the opportunity for a seamless pathway of care for patients in the community who need to transfer, for specific investigations or treatment, to the acute service.  The National Primary Care Eye Services Review Group Report has been finalised. The successful candidate will be expected to participate in this programme and in any changes it may bring to the existing service.  **Midland Regional Hospital Portlaoise,**  The person appointed to this post will work as part of multi-disciplinary teams delivering a coordinated approach to client care.  The Community Ophthalmic Service is provided on an outpatient basis in the Midland Regional Hospital, Portlaoise by Consultant Ophthalmic Physician, Senior Orthoptist, and Clinical Nurse Specialist. A sessional commitment of 1 day per week is provided by a visiting Consultant Ophthalmologist from the Royal Victoria Eye and Ear Hospital.  The primary aim of the Community Ophthalmic Service is to promote good Ophthalmic health and quality of life for all categories of patients who attend the Eye Clinic.  The changes in demographic structure and changes in eligibility to include the over 70’s, contribute to a growing demand for the provision of Eye Services.  The Community Ophthalmic Physician plays a vital role in providing a comprehensive and high quality Ophthalmic Service to patients in conjunction with other members of the Community Ophthalmic Team.  One day per week may be organised as a COP attachment to a Consultant clinic as scheduled at the Royal Victoria Eye & Ear Hospital, Dublin. The other half day will be spent conducting audit or clinical research. |
| **Reporting Relationship** | **CHO Area 3 (Clare, Limerick & North Tipperary)**  The post holder appointed will report to the Primary Care Services Manager for local administrative issues.  For Clinical/Professional issues the reporting relationship will be to the Principal Medical Officer.  **CHO Area 9( Dublin North City & County)**  The post holder will report clinically/professionally to the Consultant in Charge, and for local administrative issues to the General Manager, or delegated officer where appropriate.  The post holder will report clinically/ professionally to the Consultant in Charge while working in Temple Street Children’s University Hospital.  **Midlands Regional Hospital Portlaoise**  The post holder will report clinically/professionally to the Consultant Ophthalmologist and operationally to the Clinical Director |
| **Purpose of the Post** | To provide clinical assessment of eyes for patients referred from the school screening programme, General Practitioners and the acute service.  To take appropriate responsibility for the transfer of patients who need urgent ophthalmic care to the acute services. |
| **Principal Duties and Responsibilities** | The person appointed shall perform the following duties appropriate to the office:  Pre-school Children   * Examination of children referred from Developmental Paediatric Clinics. * Examination and refraction of pre-school children.   Schools Medical Service   * Examination and refraction of children referred by Public Health Nurses following visual screening at primary school. * Supervision of squint patients in conjunction with the Ophthalmic Surgeon and Orthoptist.   Services to Eligible Patients   * Examination and clinically indicated refraction of G.M.S. patients referred for visual defects. * Under the direction of a Consultant Ophthalmic Surgeon, the management and after-care of post-operative patients, and patients with contact lenses prescribed for medical reasons. * The medical management of glaucoma patients and patients with macular degeneration not undergoing active treatment in conjunction with the local specialist service. * The Community Ophthalmic Physician may also be involved in the periodic review of patients with systemic medical disease associated with eye complications. * Be involved in preventive ophthalmology in conjunction with the community care services. * Be involved in epidemiological research into eye problems if required.   **Other Duties**   * Carry out clinics at designated centres in the Health Service Executive area. * Make statistical reports and returns as required. * Work in co-operation with the multi-disciplinary team and other relevant staff and stakeholders. * Highlight relevant potential problems in a proactive way to the Clinical Lead or Senior Operations Manager for issues in community. * Inform and train relevant staff on Ophthalmic conditions and treatments. * Attend training programmes provided and maintain adequate competency levels. * 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 etcand comply with associated HSE protocols for implementing and maintaining these standards as appropriate to the role. * Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.   **The above duties and responsibilities are a reflection of the present service requirements and may be subject to amendment to meet the changing needs of the service. 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 whilst in office.** |
| **Eligibility Criteria**  **Qualifications and/ or Experience** | **1. Professional Qualifications & Experience**  (a) Eligible applicants will be those who on the closing date for the competition:  (i) Are registered with the Irish Medical Council on the Specialist Register, Division of Ophthalmology  **And**  (ii) Possess the European Board Ophthalmology Diploma  **Or**  (iii) Possess MRCSI (Ophth) Membership of the Royal College of Surgeons in Ireland  **Or**  (iv) Possess a professional qualification at least equivalent to (i) or (ii) above  **And**  (v) Have at least three years satisfactory experience in hospital recognised Ophthalmic posts  **And**  (vi) Possess a high standard of professional attainment  **And**  (b) Candidates must possess the requisite knowledge and ability (including a high standard of suitability) for the proper discharge of the office.  **2. 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.  **3. Character**  Each candidate for and any person holding the office must be of good character.  **4. 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.  *Please note that appointment to and continuation in posts that require statutory registration*  *is dependent upon the post holder maintaining annual registration in the relevant division of*  *the register maintained by the Irish Medical Council.* |
| **Post Specific Requirements** | Demonstrate depth and breadth of experience in the provision of Community Ophthalmic Service or related service. |
| **Other Requirements Specific to the Post** | N/A |
| **Skills, Competencies and/or Knowledge** | **Candidates must demonstrate:**  **Professional Knowledge & Experience** Excellent track record in the medical profession and a demonstrable commitment to best practice.  * A commitment to continuing medical education and continuing professional development.   **Communication & Interpersonal Skills**   * Excellent verbal and written communication skills. * Ability to build strong relationships and networks at all levels within and outside the organisation. * Ability to empathise with and treat others with dignity and respect. * Presentation skills.   **Organisational/Management Skills**   * Capacity to deliver the service in an effective and resourceful manner within a model of person-centred care. * Commitment to delivering a quality user-centred service. * Ability to work on own initiative and manage deadlines. * Ability to facilitate change and improve service delivery. * Initiative and innovation in identifying areas for service improvement. * Ability to manage and develop self and others in a busy working environment. * Willingness to develop IT skills relevant to the role.   **Analysis, Problem Solving & Decision Making Skills**   * Ability to evaluate information and make effective decisions especially with regard to service delivery. * Problem solving skills.   **Leadership/Team Working Skills**   * Ability to influence and motivate others. * Ability to work as part of a team in a multi-disciplinary environment. * Conflict resolution. * Effective supervision skills. |

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| **Campaign 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 Commissioners for Public Service Appointments (CPSA). The Code of Practice sets out how the core principles of probity, merit, equity and fairness might be applied on a principle basis. The Code also specifies the responsibilities placed on candidates, feedback facilities for applicants on matters relating to their application when requested, and outlines procedures in relation to requests for a review of the recruitment and selection process and review in relation to allegations of a breach of the Code of Practice. Additional information on the HSE’s review process is available in the document posted with each vacancy entitled “Code of Practice, Information For Candidates”.  Codes of practice are published by the CPSA and are available on [www.careersinhealthcare.ie](http://www.careersinhealthcare.ie) in the document posted with each vacancy entitled “Code of Practice, information for candidates or on [www.cpsa-online.ie](http://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 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.** | |



**Ophthalmic Physician, Community**

**Terms and Conditions of Employment**

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| **Tenure** | The following vacancies are available in each area   * 2 Permanent, whole-time posts. CHO Area 2 (Clare, Limerick & & North Tipperary) * 1 Permanent, whole-time post CHO Area 9 (Dublin North City & County) * 1 permanent, part-time (0.6WTE) post. Midlands Regional Hospital Portlaoise   These posts are pensionable. A panel may be created for each area 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.  Appointment as an employee of the Health Service Executive is governed by the Health Act 2004 and the Public Service Management (Recruitment and Appointment) Act 2004. |
| **Remuneration** | The salary scale for the post (as at 01/04/2017) is:  €85,176 – **€87,082 – €88,990 LSIs (pro-rata)** |
| **Working Week** | The standard working week applying to the post is to be confirmed at Job Offer stage.  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 16th 2008 will be required to work agreed roster / on call arrangements as advised by their line manager. Contracted hours of work are liable to 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). |
| **Annual Leave** | The annual leave associated with the post will be confirmed at job offer 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 |
| **Probation** | Every appointment of a person who is not already a permanent officer of the Health Service Executive or of a Local Authority shall be subject to a probationary period of 12 months as stipulated in the Department of Health Circular No.10/71. |
| **Protection of Persons Reporting Child Abuse Act 1998** | As this post is one of those designated under the Protection of Persons Reporting Child Abuse Act 1998, appointment to this post appoints one as a designated officer in accordance with Section 2 of the Act.  You will remain a designated officer for the duration of your appointment to your current post or for the duration of your appointment to such other post as is included in the categories specified in the Ministerial Direction. You will receive full information on your responsibilities under the Act on appointment. |
| **Infection Control** | 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[[1]](#footnote-1), 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[[2]](#footnote-2). * 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**  **Positions remunerated at or above the minimum point of the Grade VIII salary scale (€ 64,812 as at 01.01.10)** | 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 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/> |

1. A template SSSS and guidelines are available on the National Health and Safety Function/H&S web-pages [↑](#footnote-ref-1)
2. See link on health and safety web-pages to latest Incident Management Policy [↑](#footnote-ref-2)