

**SOUTH INFIRMARY-VICTORIA UNIVERSITY HOSPITAL
Old Blackrock Road, Cork**



**Job Description for the post of:
Temporary Full Time Consultant Rheumatologist /Physician
Specified Purpose
Type B 2008 Consultant Contract**

This document sets out the manner in which applications are accepted for the above post. It also sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information.

Application Process:

5 copies of an up-to-date Curriculum Vitae (unbound) and 5 copies of a Cover Letter should be submitted to:

**Medical Manpower Manager
South Infirmary-Victoria University Hospital
Old Blackrock Road
Cork**

The latest date for receipt of applications is: **1.00pm, Friday 21st February 2020**

Please note successful candidates will be required to submit documentary evidence of all qualifications referred to on application when requested to do so post interview.

The South Infirmary -Victoria University Hospital is an equal opportunities employer

The South Infirmary-Victoria University Hospital

We at the South Infirmary-Victoria Hospital are committed to providing the highest quality service to all our patients in a friendly, safe and caring environment. We endeavour to provide an effective, efficient service in a timely manner with equal access for all our patients. We aim to provide individual patient centred care to each patient and their families and promote patient participation in their care. We encourage good interpersonal relationships. We promote staff and service development through education, motivation and encouragement. We are committed to providing an effective learning environment for future health service staff.

We are a 192 bed Voluntary Teaching Hospital affiliated to University College Cork and cater for approximately 38,500 discharges and 72,500 outpatients each year.

The Hospital is the Regional Centre for E.N.T. and Dermatology Services. The Hospital also plays a very prominent role in Endocrinology and Rheumatology services in the region. Services are continually developing.

The following medical disciplines are specialties in the Hospital:

- Anesthesiology
- Dermatology
- E.N.T. including an extensive Head & Neck service
- Endocrinology
- General Surgery
- Gynaecology
- Medical Oncology
- Ophthalmology
- Oral & Maxillofacial Surgery
- Orthopaedic Surgery
- Paediatrics - Consultation Service
- Pain Medicine
- Plastic Surgery
- Radiology
- Rheumatology

The SI-VUH is primarily an elective hospital with a particular concentration on day surgery, short length of stay and day of surgery admission. There are 9 theatres in total in the complex; 4 General Theatres, 2 Orthopaedic Theatres, 1 Day Surgery, 1 Theatre in the Victoria Wing, and 1 Ophthalmology Theatre. In addition there is an Endoscopy Suite, Pain Management Procedure Rooms and a Minor Procedure Room.

The SI-VUH has an extensive Day Surgery service including a Peri-operative Assessment Clinic which is supported by SI-VUH Consultant Anaesthetist staff. In addition there is a Pre-admission Assessment Unit.

Informal enquires may be directed to Dr Mark Phelan, Consultant Rheumatologist & Dr. Michelle Murphy, Clinical Director

Our website is accessible on
www.sivuh.ie

Details of the Post

Title / Grade

The title and grade of the post is Consultant Rheumatologist/Physician at South Infirmar-y-Victoria University Hospital (SIVUH) and Mercy University Hospital (MUH).

Responsible to

The post holder will be responsible to the Chief Executive & Clinical Director at SIVUH

Report to

The post holder will report to the Chief Executive at SIVUH and should report within the Mercy University Hospital reporting structures for MUH associated activity.

Working Relationships

The post holder will liaise with the Chief Executive, Clinical Director and Senior Hospital Management as well as all Medical, Nursing, Health & Social Care Professional Staff, Heads of Departments, Clerical/Administrative Staff, and other Hospitals/Services as required on both sites. The post holder will liaise with service providers, suppliers, other hospitals and relevant networks as relevant to the role.

Qualifications & Experience

A candidate must, on the latest date for receiving completed applications for the post:

- i. Hold Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialties of Rheumatology and General (Internal) Medicine
- ii. Express the ability to provide a high level of Clinical Care as required by Statutory and regularity bodies (i.e. Medical Council, Consultant Appointment Unit).
- iii. Illustrate a high level of verbal and non-verbal skills in order to effectively communicate with and relate to patients and / or parents, relatives, colleagues, hospital staff and management
- iv. Demonstrate the capacity to supervise and be responsible for the clinical work/Education training of all junior medical Staff and training to Medical Students
- v. Demonstrate the ability to lead effectively in such a way as to motivate, enthuse and build respect.
- vi. Demonstrate a proven ability to engage in research relating to the speciality in accordance with Hospital policy/ethics committees.
- vii. Provide evidence of undertaking and initiating audit and quality exercises and demonstrate a proven interest in CME and CPD
- viii. Experience in the management of Dexa Scan referrals & reporting

Note:

If being processed for appointment, **original documentation** will be sought for:

- (i) All qualification requirements for the post.
- (ii) Any additional qualification(s) that you may be awarded marks for at interview.

In the event that a number of years experience is required for a post, you will be requested to:

- (i) Provide documentary evidence that you possess same.

Character

A candidate for and any person holding the office must be of good character.

Health

A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirements as to health, the successful candidate, before being appointed, shall undergo such medical examinations (which may include x-ray and / or other special tests) as the Board of Directors considers necessary. The Medical Examination will be provided by the Hospital.

Purpose of the Post

To achieve the best clinical outcomes and experience for patients within the available resources for the hospital or hospital group.

Main Duties & Responsibilities

- The Chief Executive of the South Infirmary-Victoria University Hospital has determined that the person appointed shall perform the following duties and responsibilities appropriate to the appointment. To practice as full-time Consultant Rheumatologist / Physician at the South Infirmary Victoria University Hospital and Mercy University Hospital. The employer and Paymaster for the post remains as SIVUH but some duties are undertaken at MUH. There is no provision for Rheumatology Inpatients at SIVUH.
- The appointee will have a full time commitment of 39 hours weekly on two sites and will be known as a cross-site worker. The commitment is presently allocated 25 hours per week to South Infirmary-Victoria University Hospital and 14 hours per week to Mercy University Hospital. This may change in line with Service needs.
- The post holder will attend SIVUH for OPD twice weekly, perform rheumatologic consultations and supervise the infusion Unit once weekly for rheumatological infusions. The post holder will attend MUH for ED, post take ward rounds, routine ward rounds and provide a rheumatologic consultation service. He/she will participate in the acute medicine service/ED, support and attend the acute medical service / ED on the day of their rostered on-call.
- The appointment will include clinical teaching, training, research and administrative responsibilities. The Consultant will be expected to provide care in accordance with the tenets of best practice and ethical principles underpinning medicine.
- The post holder will participate in the MUH GIM on-call rota. This will include attendance on-site at MUH, supervise and support the acute medical NCHD team on that day and manage, treat and investigate as appropriate medical patients attending the hospital. He/she will provide general medicine consultations to other services within MUH if required on the day covering the acute medicine service/ED.
- The post holder needs to provide on-going management of admitted inpatients under their care including post-take ward rounds and 2 other MUH on-site ward rounds per week.
- The post holder will provide daily support and supervision to their NCHD team to manage the inpatients at MUH and be in a position to review any acutely ill patient at MUH and to provide a Rheumatology consultation and appropriate follow up for patients at the MUH.

Clinical

- To act as Consultant Rheumatologist/Physician and in particular to attend at designated Hospitals / other clinical sites in accordance with the Work Schedule to be determined by the Board of Directors / Chief Executive / Clinical Director from time to time. To attend at the South Infirmary-Victoria University Hospital and Mercy University Hospital at such times as may be fixed by the authorities of the hospital, and in emergencies as required.
- To attend as Consultant Rheumatologist/Physician as and when required, any hospital, which may be in the area, in accordance with an arrangement made between the authorities of the hospital and the Board of the South Infirmary-Victoria University Hospital.
- Out patient clinics should be populated, initially based on clinical need and thereafter in chronological order to maximise the resources available
- Post holder will continue to link with Radiography Department for weekly sessions and continue to triage the GP referrals and reporting on Dexa Scans at SIVUH
- Governance of MSK post and Bone Densitometry Unit and service to include supporting and guiding Clinical Specialist Physiotherapist at SIVUH; the SIVUH Clinical Specialist Physiotherapist will work independently with patients but will liaise frequently with the post holder for further input.
- Participation in requisite multidisciplinary meetings, including act as a representative on behalf of General Internal Medicine at Drugs and Therapeutics Committee meetings at SIVUH as required.
- Participation in On-call at MUH is the equivalent of 1WTE (1:9- average) in General Internal Medicine to the Mercy University Hospital. The on-call liability may be altered as required in the context of service development and/or reconfiguration of services. Changes, if applicable, will be notified in writing.
- To make regular rounds of patients and review each case as required.
- To provide a level of clinical care requested by this post according to the standards and requirements recognised by the relevant Royal College, the Medical Council and other governing bodies as relevant

- To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
- To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patient of other consultants at their request.
- Participation in requisite multidisciplinary meetings.
- To initiate and keep under review medical procedures and prescribing, to monitor medical standards of care and practice and to identify developments in the area.
- To appraise the Hospital of any concerns affecting the proper care or well-being of patients in the Hospital and to formulate appropriate measures to address any service deficiencies or quality issues requiring attention.
- To keep such records as may be required from time to time.
- To provide cover for fellow Consultants during holiday, sickness and other approved absence.
- In accordance with the Type B 2008 Consultant contract, each clinical OT session and / or list must be populated by 80% public patients and 20% private patients and priority will be afforded to long waiters.

Management & Administration

- To work within the framework of the hospital / agency'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 Clinical Directorate structure or other arrangements as they apply.
- To Comply with the Completion of documentation in relation to waiting list initiatives such as but not exclusive to NTPF
- To participate in the development and operation of the Clinical Directorate 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.
- To formally review the execution of the Clinical Directorate Service Plan with the Clinical Director / Employer periodically. The Clinical Directorate 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 determinations of the Clinical Director regarding the Service Plan.
- 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.
- To collaborate with the Hospital Management, Directors of Nursing, Medical and Surgical Staff of the hospitals in all matters appertaining to the general efficiency of the hospitals.
- To participate in meetings and committees as directed.

Human Resources

- To supervise, manage and be responsible for the clinical work and keeping of records of all non consultant hospital doctors assigned duties under his/her supervision and to comply with policies and procedures in each facility.
- To link with HR Department in respect to staff management issues should they arise and seek advice and assistance if required.
- To promote and maintain good staff morale and motivation.
- To promote the development of a multi-disciplinary team approach to the provision of services.
- To be involved in the recruitment and selection of staff as and when required.
- To ensure in consultation with the Clinical Director that appropriate medical cover is available at all times.
- To participate in facilitating the reduction of working hours of junior medical staff in line with EWTD legislation.
- To co-operate with the expeditious implementation of the Disciplinary Procedure as per the 2008 Consultants Contract
- Fostering and implementing team working within the Rheumatology Department.
- Implementing relevant Hospital policies and procedures (Participating in the grievance and disciplinary procedures in line with local policies.)

Health & Safety

- To work in a manner with due care and attention to safety of self, patients, staff and other persons in the workplace with reference to the Safety, Health & Welfare at Work Act 2005.

- The post holder is accountable, responsible and has authority for delivering a quality service and ensuring patient safety. The post holder will work within a Risk Management Framework to achieve the HIQA Safer, Better Healthcare Standards and other quality standards as appropriate.
- To report immediately to Line Managers/nominated persons, any accidents or incidents involving patients, staff and/or members of the public in line with hospital policy.
- Provide information, instruction, training and supervision of staff members under your remit, if applicable, in the context of management of Health & Safety such as PPE usage, chemical safety etc.

Training & Education

- To attend mandatory in-house training, to include Hand Hygiene, Manual Handling, MAPA, People Management- The Legal Framework, among others.
- To liaise with medical, surgical, nursing and other staff to promote optimal quality and efficiency, health and social gain in all aspects of patient care and treatment.
- To participate in requisite CME, C.P.D and Clinical Audit
- To undertake, if so required by the Governing Body of University College Cork, teaching duties in his/her speciality.
- To devise, initiate and participate in research in accordance with approved protocols, methodologies and ethical guidelines determined by the Hospital.
- To provide, on an annual basis, evidence of specialist division registration with the Irish Medical Council to SIVUH Medical Manpower Department.
- To participate in the overall management, including education and audit, of the Rheumatology service.
- To participate in the teaching of trainees and in the development of the service.

General

- To comply with the completion of documentation in relation to Private Health Insurers (PHIs) and also with Waiting List Initiatives, such as but not exclusive to, NTPF
- To comply and be familiar with all hospital policies and procedures and in particular those relating to Safety, Health and Welfare, Infection Control, Hygiene, Risk Management and Decontamination.
- To attend as representative of the Hospital at various groups as and when required
- To participate and facilitate the reorganisation, development and / or reconfiguration of services.
- To reside at a location convenient to the Hospital or such other place as may be approved by the Chief Executive.
- To perform such other duties appropriate to the role of Consultant Rheumatologist/Physician as may be assigned to him/her from time to time by the Chief Executive / Clinical Director or the nominated Deputy.

Note: The rate and pace of change in the health service is such that the post holder will be required to update their knowledge and skills to fit the changing requirements of the service. Therefore this job description is an outline of the current broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. It will be reviewed and updated in line with future needs as required. The post holder will be required to be flexible in this position and must be prepared to undertake any other duties as may be assigned by the Head of Department/Line Manager dependent on service needs. Such duties can be outside the area of one's normal work and may be for other associated Departments as the Hospital may require.

Particulars of the Post

1. **Remuneration**
Salary Scale: Type B salary scale - As per Jan 2020 Consolidated Payscale
2. The post is Temporary Specified Purpose Post, on Type B 2008 Consultant Contract, 39 hours per week over two sites (SIVUH/MUH)
3. **Annual Leave**
Annual leave and public holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997 and in conjunction with Hospital policy and in

compliance with national circulars governing leave. Public holidays are dealt with in accordance with the provisions of the Organisation of Working Time Act, 1997 as reflected in the Annual Leave and Public Holiday policy. The annual leave entitlement is 30 days per annum.

4. **Working Hours**

Flexibility in consideration of service needs is required. You will be required to work the agreed roster/ on call arrangements advised to you by your line manager. Your contracted hours of work 39 hours per week (SIVUH 25 hours per week / MUH 14 hours per week) are liable to change between the hours of 8am to 8pm over seven days to meet the requirements for extended day services as may be introduced by the hospital.

5. **Superannuation**

There are various Superannuation Schemes in operation. You will be a member of the scheme relevant to you based on your entry date to the public service and previous service if any. You will be issued with the relevant superannuation information directly from the Superannuation Section, Wages & Salaries Department in due course.

6. **Performance Monitoring**

Performance and conduct of the person appointed to this post will be monitored on an on-going basis to determine their suitability for continued employment in this role. Permanent post-holders, appointed to a temporary position, are also subject to performance management. There is an obligation on the Head of Department/Line Manager to bring any performance/conduct issues that manifest themselves during the performance monitoring period to the employee's attention with a view to being corrected immediately.

Where an employee is not meeting required standards of performance and/or conduct, the Head of Department/Line Manager will schedule a Performance Monitoring Meeting to discuss such problems. This should be done in the form of a counselling session. The Head of Department/Line Manager must complete the Performance Monitoring Form, which will outline details of the counselling meeting and follow-up action agreed and forward a copy to the Human Resources Department.

Performance Monitoring Meetings will then take place at regular intervals to assess progress, or lack of progress, in achieving the required standards during this performance monitoring period. The employee must be afforded the opportunity to improve and must be made aware that failure to achieve the required standards during this period may result in his/her temporary employment/ temporary appointment being terminated.

Termination of the appointment within or at the end of the contract for the post will be at the sole discretion of the Hospital. The length of notice given will be the greater of your contractual notice or notice under the Minimum Notice and Terms of Employment Acts, 1973-2005. In exceptional cases, payment in lieu of notice will be made to the employee.

In the event of failure of a permanent employee who is appointed to a higher grade on a temporary basis to achieve the required standards during the temporary appointment period, the employee would revert to his/her substantive post in the Hospital, at the earliest opportunity, or may be accommodated in an alternative post in the interim (pending their substantive post becoming available).

Continuity of patient care and service provision are paramount at the Hospital. See also the Hospital's Performance Monitoring Policy.

7. **Notice**

When resigning, the post holder is required to give 3 month's notice in writing prior to resigning the post, or in default, to forfeit one month's amount of salary, to be deducted as liquidated damages from any remuneration due at the time of such resignation.

8. **Healthcare Insurance**

VHI / LAYA Healthcare Insurance details are available on the Intranet Human Resources page / HR General. Salary deduction for healthcare insurance can be facilitated for long term temporary (12 months or longer) or permanent employees only.

9. **Confidentiality**

In the course of his/her employment, the person appointed may have access to, or hear information concerning the medical or personal affairs of patients and/or staff, or other health service business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody / destroyed in accordance with policy, when no longer required.

10. **Safety, Health and Welfare at Work**

The South Infirmiry-Victoria University Hospital is committed to ensuring the safety, health and welfare of all employees. In line with the Safety, Health and Welfare at Work Act, 2005, a Safety Statement is provided by the Hospital and all staff must comply with Hospital safety regulations. The post holder has personal responsibility for Health and Safety in the workplace.

11. **Hospital Policies & Procedures (PPPGs)**

Details of the Hospital's policies and procedures, including the Grievance and Disciplinary Procedure will be issued to the post holder upon commencement of employment. All hospital policies and procedures are available on the intranet (hard copy can be accessed via the hospital library) and employees are obliged to read and familiarise themselves and adhere to same at all times. All new employees must complete satisfactory probation/performance monitoring period maximum 9 months prior to being eligible for any benefits under the hospital's sick pay scheme.

12. **Personal and Hospital Property**

Management does not accept responsibility for property lost, stolen or damaged on hospital premises, whether by fire, theft or otherwise. The right to search your person and/or property (including your motor vehicle) while on or departing from the premises is reserved by Management. Where you are found to be in unauthorised possession of articles which are the property of the hospital, the property of an employee, a patient, a visitor, a contractor or a client of the hospital, you may be liable to sanction up to and including dismissal and may also be prosecuted. A witness, i.e. union representative/colleague (whoever is available) may be present during any such search. Please note CCTV is in operation throughout the hospital.

13. **Garda Vetting**

Garda Vetting is sought for all South Infirmiry-Victoria University Hospital employees, who may have significant interaction with children and/or vulnerable adults in the course of their duties, either while in the Hospital or in the community. This is done for the protection of these vulnerable groups. Garda Vetting will be sought for the successful candidate(s). -Candidates must comply fully with this process. Failure to comply with this process or to provide false or misleading information will result in exclusion from the recruitment process. All prospective employees are required to complete and sign a General Declaration Form, and bring this completed form when they attend for interview.

The post holder is required to participate in Re-vetting when legal provision is made for same

This document sets out the prescribed Particulars and Qualifications of the post, the Job Description and other relevant information. It is subject to review and amendment as required.

Signed: _____
On behalf of Employer

Date: _____

Signed: _____
Appointee

Date: _____