

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



**Job Description for the post of:
Consultant Dermatologist
SIVUH/MGH/CUH
Public only Consultant Contract 2023 (POCC23)
Permanent Full Time**

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:

Please apply via www.rezomo.com

The latest date for receipt of applications is: **1pm Friday 10th May 2024**

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 Infirmery -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 180 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 Professor Michelle Murphy, Consultant Dermatologist

Our website is accessible on www.sivuh.ie

Details of the Post

Title :The title of the post is Consultant Dermatologist at South Infirmery-Victoria University Hospital

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

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 Dermatology
- ii. Express the ability to provide a high level of Clinical Care as required by Statutory and regulatory bodies (i.e. Medical Council, Royal College etc).
- 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 skills required for educational training, post graduate and undergraduate to medical students, junior medical staff, nursing staff and other professions.
- vii. Demonstrate a proven ability to engage in research relating to the speciality in accordance with Hospital policy/ethics committees.
- viii. Provide evidence of undertaking and initiating audit and quality exercises and demonstrate a proven interest in CME and CPD
- ix. To demonstrate a satisfactory level of proficiency so as to be able to interact with and participate in the hospital management structures as required. Furthermore, the appointee should demonstrate the capacity to supervise and be responsible for the clinical work of all junior medical and auxiliary staff assigned duties under him/her

Desirable

- I. Mohs fellowship is desirable

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.

As the largest provider of non melanoma skin cancer in the state, the Cork\Kerry dermatology service sees many ultra complex non- melanoma skin cancer patients and these patients need a dedicated multi disciplinary clinic as well as a formal multidisciplinary meeting to discuss the most appropriate treatment options for them.

Main Duties & Responsibilities

- The Chief Executive of the South Infirmiry-Victoria University Hospital has determined that the person appointed shall perform the following duties and responsibilities appropriate to the appointment. To practice as Consultant Dermatologist at the South Infirmiry Victoria University Hospital.
- 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 provide daily support and supervision to the NCHD team at each site to manage the inpatients and be in a position to review any acutely ill patient and to provide a Dermatology consultation and appropriate follow up for patients.
- The successful candidate will be required to take up the post no later than 6 months from interview date.

Clinical

- To act as Consultant Dermatologist 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 Infirmiry-Victoria University Hospital and other nominated sites at such times as may be fixed by the authorities of the hospital, and in emergencies as required. This post encompasses 3 sites, South Infirmiry Victoria University Hospital x 19 hours weekly, Mallow General Hospital x 10 hours weekly and Cork University Hospital X 8 hours weekly. The successful appointee will be known as a cross site worker.
- To attend as Consultant Dermatologist 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 Infirmiry-Victoria University Hospital.
- The appointment of this post of consultant dermatologist with an with interest in skin cancer who would provide the Pigmented Lesion Clinic in Mallow, additional Mohs capacity in SIVUH (desirable) and would establish and chair a complex non-melanoma skin cancer MDT and clinic in CUH would be of benefit to the patients of this region. The dermatology service in the region sees dermatology patients of all ages (paediatric & adult) in both dedicated paediatric clinics and general clinics. A dedicated paediatric commitment to CUH is envisaged for the post holder.
- Out patient clinics should be populated, initially based on clinical need and thereafter in chronological order to maximise the resources available
- The on-call liability will be 1:8 and 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.

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 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 demonstrate an ability to lead, encourage, inspire and support others to deliver
- To foster and implement good team working and a collegiate environment within the Dermatology Service
- Have the ability to understand and be tolerant of differing needs and viewpoints
- Possess the ability to understand how individuals at all levels operate and how best to use that understanding to achieve objectives in the most efficient and effective way
- 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 POCC 2023 Consultants Contract
- Fostering and implementing team working within the Dermatology 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 Dermatology service.
- To participate in the teaching of trainees and in the development of the service.

General

- 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.
- Under the *Standards in Public Office Act 2001*, the Employee must within nine months of the date of their appointment provide the following documents to the Standards in Public Office Commission at 6 Earlsfort Terrace, Dublin 2, D01 W773: a statutory declaration, which has been made by the Employee not more than one month before or after the date of their appointment, attesting to compliance with the tax obligations set out in section 25(1) of the *Standards in Public Office Act 2001* and declaring that nothing in section 25(2) prevents the issue to them of a tax clearance certificate and
 - (a) **either** a Tax Clearance Certificate issued by the Collector-General not more than 9 months before or after the date of their appointment; **or** an Application Statement issued by the Collector-General not more than 9 months before or after the date of their appointment
- This may change in line with Service needs
 - To perform such other duties appropriate to the role of Consultant Dermatologist 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: Public Only Consultant Contract salary scale –April 2024 Pay scales; Incremental credit may be granted in respect of recognised experience.

Recognizable experience refers to “previous service in a similar grade in the Civil Service, Local Authority Service, Health Service and other public service bodies or agencies, in Ireland or abroad”.

New employees wishing to claim incremental credit for previous employment/s must submit a Salary Confirmation form /required documentary evidence within the first year of their employment to the Wages & Salaries Department, SI-VUH, for consideration, otherwise the Hospital will not be liable for retrospective payments.

New employees experiencing difficulty with a previous employer in obtaining any documentation in this regard should notify the Wages & Salaries Department as soon as possible within the first year of employment.

2. The post is permanent full time across 3 sites (SIVUH/MGH/CUH)

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 s 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.

Probation

6. Probation and conduct of the person appointed to this role will be monitored on an on-going basis to determine their suitability for continued employment in this role. Permanent appointment to this post is dependent upon the Employee satisfactorily completing a probationary period of 6 months. The probationary period may be extended at the discretion of the Employer for a further period of up to 6 months. In such an event the reasons for the extension will be furnished in writing to the Employee.

As per the Public Only Consultant Contract 2023 ,a probationary period will not apply in the following instances:

- Where the Employee currently holds a permanent consultant appointment with the Employer or another public health service provider and the Employer is satisfied that the Employee has satisfactorily completed probation in their current role
- Where the Employer previously held a permanent consultant appointment with the Employer or another public health service provider and the Employer is satisfied that the Employee (a)satisfactorily completed probation in that previous appointment and (b) the duration of the period of time between the termination of that previous appointment and the Commencement Date is not more than 26 weeks (or such longer period, if any, as the Employee was on a preapproved career break for the duration of that longer period).

- Where the Employee has, for a period of not less than 12 months, held this post (ie the post to which this contract relates) on a temporary basis pending the filling of this post on a permanent basis and the Commencement Date is not more than 26 weeks after the termination of the temporary contract under which the Employee held this post (or a longer period, if any, as the Employee was on a pre-approved career break for the duration of that longer period).

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 3 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 Infirmar-y-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 Infirmar-y-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: _____