Job Description

Consultant Haematologist (Clinical and Laboratory)

Mater Misericordiae University Hospital - 31 hours
Our Lady’s Hospital, Navan - 8 hours

1. Title
   Consultant Haematologist (Clinical and Laboratory).

2. Purpose of the Position
   The Consultant Haematologist will provide haematology services on a Type B basis under Consultant Contract 2008 with a commitment of 31 hours per week based at the Mater Misericordiae University Hospital and 8 hours per week based at Our Lady’s Hospital Navan.

3. Professional Qualifications
   Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of haematology (clinical and laboratory).

4. Age
   Age restriction shall only apply to a candidate where he/she 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.

5. 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.

6. Character
   A candidate for and any person holding the post must be of good character.

7. Entry to competition / recruitment process
   For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfill the eligibility requirements laid down in the information pack for the post.

   The successful interviewee must be registered as a Specialist in the relevant specialty on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland before taking up appointment. The candidate will be allowed a max of 180 calendar days from date of interview to secure this registration and procedure evidence of special interest training where relevant.

   Should the successful candidate not be registered as a Specialist at that time, the post may be offered to the next suitable candidate (or, in the case of HSE posts, the Public Appointments Service may choose not to recommend that candidate to the employer). Should no suitable candidate exist, a further process may be initiated.
8. **Accountable to/ Reporting Relationship**  
The Consultant’s reporting relationship and accountability for the discharge of his/her contract is: (i) to the Chief Executive Officer/General Manager/Master of the hospital (or other employing institution) through his/her Clinical Director.

9. **Liaison and Communication**  
To discharge the duties of this post he/she will require a good level of communication primarily with the patients, Consultants and other Medical Staff, Allied Health Professionals and other stakeholders at the Mater and Cavan Hospitals.

**Overview of the Role**

**MMUH**  
The clinical and laboratory haematology service in MMUH is currently being delivered by 4 Haematologists <3 WTE. This service also provides the haemostasis/thrombosis service with the general and malignant service being provided by 3 consultants only two of whom have majority sessions in MMUH.

MMUH provides advanced care for patients with general and malignant haematological disorders including leukaemia, myeloma and lymphoma, as well as patients undergoing autologous stem cell harvesting and transplantation.

Over the past number of years there has been an increasing move to treat patients in the ambulatory setting and avoid inpatient admissions as much as possible. Specialist service for leukaemia, lymphoma, myeloproliferative and multiple myeloma patients is provided in designated specialist clinics via a multidisciplinary team. Access is provided to an integrated treatment pathway for all haematology patients including standard chemotherapy/biological therapy and transplantation taking each patient’s particular needs into account.

The haematology service has expanded significantly in recent years with the handover of the lymphoma practice by Oncology to Haematology with the retirement of Prof Desmond Carney in 2014.

A comprehensive consultative service is also provided for patients within MMUH and associated hospitals. Advisory services are provided to the haematology and blood transfusion laboratory via a 24/7 on call rota.

**Our Lady's Hospital Navan (OLN)**  
Our Lady’s Hospital, Navan provides a general acute hospital service to the catchment area of Meath and an orthopaedic service to the region as a whole. The department of pathology includes a haematology and blood transfusion laboratory.

**Undergraduate & Postgraduate Education**  
The MMUH is formally linked with University College Dublin for medical education and training.

**Research**  
There are very active research facilities at the MMUH. The new post-holder will be expected participate and to expand his/her areas of research interest.
General Accountability

The person chosen will:

- maintain throughout the Hospitals listed above awareness of the primacy of the patient in relation to all of the Hospitals’ activities.
- demonstrate behaviour consistent with the Values of the Hospital.
- promote open communications throughout the Hospital.

Specific Accountability

- Specialist medical opinion and clinical consultations will be provided for patients as appropriate and at the request of medical colleagues.
- The consultant haematologist will facilitate the education of all hospital staff in best practice.
- The Consultants’ Contract 2008 provides for a normal working week of 39 hours. This 39 hour commitment (or pro rata of same, if applicable) will normally be delivered across a span of 12 hours between the hours of 8am and 8pm Monday to Friday.

The post holder will be required to:

- Act as Consultant Haematologist under the Board of the Mater Misericordiae University Hospital and Our Lady’s Hospital Navan.
- Adhere to the Standard Duties and Responsibilities (Section 12 a – l) as detailed in the Consultant Contract 2008.
- Participate in the provision and administration of haematology services for patients at the Mater Misericordiae University Hospital and Our Lady’s Hospital Navan.
- Work within the Hospitals’ Clinical Management structures.
- Participate in education and teaching, including undergraduate and postgraduate teaching and conference commitments of the Hospitals for medical, nursing and other staff.
- Develop and collaborate with others in clinical or other research as appropriate to the specialty on a local, regional and national basis.
- Hold a leadership role in shaping policy in the Hospitals with regard to the management of haematology services, in line with best practice and international accreditation standards.
- Be easily accessible to clinical staff in person or by phone during normal working hours to advice on the treatment and management of patients.
- Attend and participate in meetings relevant to the post e.g. Medical Board, Medical Executive and appropriate other Committees.
- Be committed to research and audit in both hospitals.
- Liaise with Chief Executive Officer, Management Teams/ Programme Managers, Senior Medical and Nursing staff in all matters pertaining to the general efficiencies and effectiveness of the Hospitals.
- Be familiar with the day to day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keep up to date with all relevant mandatory training for the department.
- Participate in business/ service planning, including the introduction and assessment of new methods, evaluation and organisation of staff and equipment requirements.
- To participate in development of and undertake all duties and functions pertinent to the Consultant’s area of competence and in line with policies as specified by the Employer.
- To ensure that duties and functions are undertaken in a manner that minimises delays for patients and possible disruption of services.
- 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 apply.

- To co-operate with the expeditious implementation of the Disciplinary Procedure (attached at Appendix II).
- 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 the development and operation of the Clinical Directorate structure and in such management or representative structures as are in place or being developed.
- To provide, as appropriate, consultation in the Consultant's area of designated expertise in respect of patients of other Consultants at their request.
- To ensure in consultation with the Chair, Medical Board/ Clinical Director that appropriate medical cover is available at all times having due regard to the implementation of the European Working Time Directive as it relates to doctors in training.
- To supervise and be responsible for diagnosis, treatment and care provided by non-Consultant Hospital Doctors (NCHDs) treating patients under the Consultant’s care.
- To participate as a right and obligation in selection processes for Non-Consultant Hospital Doctors and other staff as appropriate. The Employer will provide training as required. The Employer shall ensure that a Consultant representative of the relevant specialty / sub-specialty is involved in the selection process.
- To participate in clinical audit and proactive risk management and facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures.
- 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.

8. Skills Competencies and/or knowledge

- The successful applicant will play a major role in shaping the development and lead the design of haematology care pathways.
- The successful applicant will play a full and positive role in facilitating and planning service change – they represent an exciting opportunity to develop a new service delivery system and create a sustainable specialist service for the Mater Misericordiae University Hospital and Our Lady’s Hospital Navan.
- Contribute to and maintain all aspects of the existing haematology service, including providing a service to inpatients and outpatients at Mater Misericordiae University Hospital and Our Lady’s Hospital Navan.
- Extend existing links with primary care colleagues, where required in developing the regional service.
- It is expected that the appointee will make use of opportunities for continuing medical education on a regular basis in the form of local, regional, national and international clinical meetings in order to accrue the number of Continuing Medical Educational (CME) credits determined by the Royal College of Physicians.
- There is a requirement to participate in the annual consultant appraisal programme.
- Display evidence of professional knowledge and attainment in all aspects of medical oncology required fulfilling the role and duties of a Consultant Haematologist.
- Demonstrate evidence of capacity to manage and direct the service in it’s administrative, financial, personnel and other activities.
- Demonstrate evidence of effective planning and organisational skills including awareness of resource management and importance of value for money.
- Demonstrate ability to manage deadlines and effectively handle multiple tasks
- Demonstrate leadership and team management skills including the ability to work with multi-disciplinary team members.
- Display the ability to build teams and to devolve responsibility appropriately and the talent to develop, manage and work in partnership with his/her team.
- Demonstrate commitment to the delivery of a patient focused service. Demonstrate evidence of ability to empathise with and treat patients, relatives and colleagues with dignity and
9. **Interpersonal / Communication Skills**
   - Demonstrate a high level of verbal and non-verbal communication skills in order to effectively communicate with patients/service users, carers, families, colleagues, managers, other health service staff and stakeholders from other organisations.
   - Demonstrate knowledge of all MMUH Hospital policy and HSE policy documents pertaining to Dignity at Work and Trust in Care.

10. **Leadership / Teamwork Skills:**
   - Demonstrate leadership and team management skills including the ability to manage his/her team as clinical team leader and work effectively with multidisciplinary team members.
   - Demonstrate an ability to adapt to working with different teams / services in a locum position.

11. **Organisational Skills:**
   - Demonstrate evidence of effective planning and organisational skills including awareness of resource management.
   - Demonstrate ability to evaluate information and judge situations.
   - Demonstrate evidence of IT skills.

**Particulars of the Post:**

This is a new full-time post based at both the Mater Misericordiae University Hospital (31 hours) and Our Lady’s Hospital Navan (8 hours). The following conditions apply:-

1. The appointment is permanent, pensionable and of a full-time nature.
2. The person appointed shall be on probation for one year.
3. The terms, conditions and benefits of the Consultant Contract 2008, approved by the Department of Health and Children will apply.
4. Annual leave will be in accordance with the Consultants’ Contract 2008. It will be necessary to ensure that this leave is taken so that, on receipt of notification the Administrative head of the Department/Specialty may make appropriate cover and other arrangements.
5. The regulations of Voluntary Hospitals’ Superannuation Scheme (including Spouses and Children’s Pension Scheme) will apply.
6. Acceptance of the management structures of both the Mater Misericordiae University Hospital and Our Lady’s Hospital Navan as detailed in the of the Hospitals are necessary.
7. 
8. All applications for special leave shall, in addition, be forwarded to the Senior Management of the Mater Misericordiae University Hospital and Our Lady’s Hospital, Navan for consideration. No special leave may be taken without the prior approval of the Senior Management of the Mater Misericordiae University Hospital and Our Lady’s Hospital, Navan.
9. In the event of resignation three months’ notice must be given in writing to the authorities of the Mater Misericordiae University Hospital and Our Lady’s Hospital, Navan.
10. Before appointment to the post, a Medical Examination must be undertaken by a qualified Medical Practitioner to be nominated by Senior Management, Mater Misericordiae University Hospital. The examining Doctor will be asked to certify that the candidate is free from any disease or physical defect which might impair his/her capacity to undertake the duties of the post for which s/he is a candidate.
10. **Garda Clearance** - Arrangements have been introduced on a national level, for the provision of Garda Clearance in respect of candidates for employment in areas of Health Services where it is envisaged that potential employees would have substantial access to children or vulnerable individuals.

**Application:**

1. Curriculum Vitae (fourteen unbound copies) including qualifications, publications etc. should be forwarded to the Honorary Secretary, Medical Board, Mater Misericordiae University Hospital, 59 Eccles Street, Dublin, not later than **Friday 1st December 2017**.

2. Each candidate shall submit, as references, the names and address of at least four responsible persons to whom he/she is well known, but not related, of which, at least, two shall be from a recent or current employer.

3. Canvassing directly or indirectly by or on behalf of any candidate will automatically disqualify such candidate.

4. Copies of professional and education certificates should be submitted with Curriculum Vitae. Originals of these documents will be required at interview.

5. Consultants appointed to the staff of the hospital(s) may not accept other medical appointments other than those available by the private conditions of their contract.

6. Candidates will be required to attend in person before an interview board established by the Board of Management but the Board will not be responsible for any expenses a candidate may incur in attendance for interview.

*This job description is not intended to be an exhaustive list of duties and responsibilities. It may be reviewed from time to time in discussions with the appointed to reflect the needs of the Mater Misericordiae University Hospital and Our Lady’s Hospital, Navan.*