

Job Description and Person Specification

Physiotherapist Clinical Specialist (Musculoskeletal Triage)

Permanent (0.5 WTE) and Temporary (1 WTE) Vacancy

Reference: HR24E085

Closing Date for Applications: Monday, 26th February 2024

Interview Date: Thursday, 7th March 2024

HR Business Services,
St Vincent's University Hospital,
Elm Park,
Dublin 4.

Contact: +353 (1) 221 6062 or recruitment@svuh.ie

Overview:

The “Care Redesign Fund” was made available as part of the National Service Plan 2020 to support the delivery of reform initiatives, identified through the Capacity and Access Joint Action Programme, that aim to move scheduled care closer to home, being more responsive to the needs and wishes of patients. It has been estimated that up to 60% of Orthopaedic and Rheumatology referrals could have been managed through an MSK physiotherapist service. This funding aims to enhance the existing MSK service in order to meet this level of demand in the Acute setting and to develop Integrated Musculoskeletal (MSK) services through the establishment of community/primary care-based Musculoskeletal Interface clinics nationally. This long-term aim will be achieved through service expansion and reconfiguration of the existing MSK services to develop an integrated pathway, predominantly based in the community/primary care setting

These clinics will be an extension of the existing MSK Triage Service, in the form of Outreach MSK Interface Clinics, and will also support physiotherapy services in Community/Primary Care for patients with MSK conditions. The Outreach MSK Interface Clinics will be the interface between Acute and Community/Primary Care service providers. The Clinics will comprise Clinical Specialist Physiotherapists, Orthopaedic and Rheumatology Consultants, and General Practitioners. These clinics will undertake paper, Virtual and Face to Face triage of referrals to ensure patients are assigned to the optimum pathway of care for their referral. The Clinical Specialist Physiotherapists will work as a first contact practitioner at an advanced level in physiotherapy practice in line with competency level and scope of practice.

This model has proven effective in other countries for delivering safe, cost-effective alternatives and can be achieved in the Irish setting through outreach MSK Interface clinics, which will embed Consultant Governance and patient centred care.

The reform programme outlined for the Health Services may impact on this role and as structures change the job specification 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.

The purpose of this role is:

- To provide advanced triage and physiotherapy services as part of the SlainteCare Programme (<https://assets.gov.ie/22607/31c6f981a4b847219d3d6615fc3e4163.pdf>), to support service redesign initiatives aimed at delivering the safe transition of patient care between Acute & Community/Primary Care services, to facilitate the delivery of integrated care for patients with MSK conditions, and to ensure that patients receive appropriate care at the earliest possible time, as close to home as possible.
- To contribute to the mainstreaming of the improved musculoskeletal pathways of care between Community/Primary Care and Acute services, through the establishment of multidisciplinary outreach MSK interface clinics.
- To work with orthopaedic and rheumatology consultants and GPs undertaking triage of musculoskeletal referrals to improve the pathway of care between Community/Primary Care and

Acute services, thereby facilitating efficient access to orthopaedics, rheumatology, physiotherapy or other service as required.

Organisational Area

Acute Hospital Setting with Community/Primary Care based outreach clinics within the Regional remit of the designated orthopaedic or rheumatology service within each HSE region.

This is an appointment to the St Vincent's University Hospital Acute Hospital setting, with service delivery in both Acute and Community/Primary Care sites by way of outreach clinics, to reflect the regional remit of the designated Orthopaedic and Rheumatology services. The post-holder will work within the Acute and associated Community/Primary Care-based outreach clinics. This is in line with Sláintecare objectives of the integration of services, and includes a commitment to deliver the relevant performance outcomes.

Accountability and Working Relationships

Title: Clinical Specialist Physiotherapist – Musculoskeletal Triage

Reports to: Acute Physiotherapy Manager for physiotherapy clinical governance, attendance and service performance management.

Orthopaedic/Rheumatology Consultant for clinical governance in triage, advanced practice remit and service performance management.

Principal Duties and Responsibilities:

The Clinical Specialist Physiotherapist holding this post is required to support the principle that the care of the patient comes first at all times and will approach their work with the flexibility and enthusiasm necessary to make this principle a reality for every patient to the greatest possible degree.

Professional Practice

The Clinical Specialist Physiotherapist (Musculoskeletal Triage) will:

- Undertake MSK Triage (Paper, Virtual, Face to Face) with Orthopaedic and Rheumatology Consultant teams, and GPs, as necessary, to ensure that patients are placed on the most appropriate pathway of care at the earliest possible time.
- Duties of Triage will require the Clinical Specialist Physiotherapist to:
 - Identify patients with red flag and/or suspicious symptoms and potential serious life threatening pathologies, and to adhere to relevant pathways of care, as agreed with relevant consultant and/or GP teams.
 - Identify patients requiring further investigations/intervention and consult with relevant consultant and/or GP teams to arrange onward referral as necessary.
 - Follow up with further investigations and results, in line with the agreed pathway of care, and within Physiotherapy scope of practice.
 - Communicate the clinical decision/patient outcome following all consultations to the relevant referrer.
 - Record patient clinical outcomes and return service data as required.
 - Review and update Standard Operating Procedures (SOPs) as necessary.

- Achieve agreed KPIs as necessary to meet evolving National Outpatient Targets (e.g. Current New Patient KPI is 900 patients pa).
- Work with Orthopaedic and Rheumatology Consultant teams, GPs, Acute and Community/Primary Care Physiotherapy Managers, Patients, Patient advocates, Implementation teams and other relevant stakeholders to establish outreach MSK Interface Clinics and develop Integrated Care Pathways for patients with MSK presentations.
- Support the Physiotherapy managers in the Acute and Community/Primary Care settings to develop and deliver physiotherapy care pathway for patients with complex MSK complaints, in partnership with Community/Primary care colleagues.
- Comply with the Physiotherapist Registration Board (PRB) at CORU, Code of Professional Conduct and Ethics, regarding all professional standards, including relevant Continuous Professional Development.

Observe confidentiality requirements: In the course of their employment the post holder will have access to information regarding the personal affairs of

- patients or staff. Such information is strictly confidential. Unless acting on the instruction of an authorised officer, on no account must information concerning patients, staff or 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. Records must be stored in safe custody when no longer in use.

Quality, Safety and Risk Management

The Clinical Specialist Physiotherapist (Musculoskeletal Triage) will:

- Comply with the delivery of standards in the assessment, treatment and management of patients within his/her assigned area in line with international best practice guidelines.
- Contribute to the development of, and comply with health and safety policies and procedures in the relevant clinical areas in Acute and Community/Primary Care Settings.
- Lead, promote and ensure clinical effectiveness of musculoskeletal physiotherapy through performance management, education, audit and research.
- Undertake Service Development activities regarding Service Evaluation and Quality Improvement Initiatives as required.
- Develop service in line with requirements for advanced physiotherapy practitioner role.
- Provide Advice and support regarding changes in work practices and procedures in the light of best practice developments in the field of musculoskeletal physiotherapy.
- Advise the Physiotherapy Managers/Consultants in Orthopaedics and Rheumatology/GPs on the needs of the service.
- Contribute to forward planning and development of Orthopaedic and Rheumatology MSK Clinical Pathways.
- Work in line with agreed competency level in terms of triage and advanced practice role.

- Be familiar with and uphold the policies and principles of the Safety Statement, HSE Risk Management and professional guidelines, across all relevant work settings.
- Identify, assess and report any risk and contribute to the management and review of all risks.
- Participate as required in Occupational Health and Safety training.
- Document all accidents, incidents and potential hazards to patients or staff immediately and report them to the Physiotherapy Manager and Consultants in Orthopaedics and Rheumatology.
- Have a working knowledge of the Health Information and Quality Authority (HIQA) Standards as they apply to the role for example, Standards for Healthcare, National Standards for the Prevention and Control of Healthcare Associated Infections, Hygiene Standards etc. and comply with associated HSE protocols for implementing and maintaining these standards.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Planning, Organisation and Risk Management

The Clinical Specialist Physiotherapist (Musculoskeletal Triage) will:

- Work as part of the multidisciplinary team in the design, planning, organisation and delivery of triage musculoskeletal services, including the establishment of outreach MSK Interface Clinics.
- Advise on waiting list validation in each organisation to determine the appropriate patients for triage clinics.
- Deliver on key performance indicators in line with evolving KPIs and work targets.
- Provide performance statistics and communicate these in line with deadlines for performance review.
- Keep accurate written and/or electronic records on the assessment, treatment, outcome and other information relevant to patients.
- Record, collate and submit statistics including key performance indicators for the programme within agreed timeframes.
- Participate in relevant service and professional meetings.
- Participate in relevant recruitment and selection, induction, staff development, and performance and review within the musculoskeletal service.
- Develop and Attend outreach clinics in line with orthopaedic and rheumatology service provision to the HSE Network and Region.

Communication, Leadership and Team Work

The Clinical Specialist Physiotherapist (Musculoskeletal Triage) will:

- Work as part of the multidisciplinary team.
- Attend and contribute to multi-disciplinary meetings.
- Lead and develop strong links with Orthopaedic and Rheumatology Consultants, GPs and Community/Primary Care physiotherapy colleagues, and liaise as necessary to support the safe

transition of patient care across Acute & Community/Primary Care services, to facilitate the delivery of integrated care for patients with MSK conditions.

- Ensure timely communication and collaboration with the Multi-disciplinary Team, and Physiotherapy Manager.
- Build and maintain good relationships with relevant stakeholders.
- Work collaboratively within the designated region with other MSK Physiotherapist Clinical Specialists.
- Serve on and advise such committees as appropriate.

Education and Development

The Clinical Specialist Physiotherapist (Musculoskeletal Triage) will:

- Initiate and participate in own continuous professional development and performance management with the Physiotherapy Manager and Consultants in Orthopaedics and Rheumatology.
- Serve as a resource to contribute to the continuing professional development activities and education programmes of the physiotherapy, GP, Orthopaedic and Rheumatology services at Acute, community and regional levels, as appropriate.
- Attend where possible relevant post graduate courses and lectures.
- Co-operate in the provision of safe and productive clinical placements in accordance with the department's commitment to clinical training programmes.
- Agree and undertake appropriate training to provide advanced practice physiotherapy activities within the musculoskeletal pathway based on local service need, cognisant of Physiotherapy scope of practice and Legislation frameworks (e.g. injection therapy, real-time ultrasound etc.).

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

The Hospital Structure is currently under review and therefore, reporting relationships may change.

Informal or Role Specific Enquiries: Ms. Martina Fitzpatrick Physiotherapist Manager in Charge-III,
Tel: 01 221 4592 or email: martina.fitzpatrick@svuh.ie
Ms Orla Daly, Physiotherapist Manager, Tel. 01 221 3235 or email odaly@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p><u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Candidates for appointment must:</p> <p>(i) Be registered, or be eligible for registration, on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU.</p> <p style="text-align: center;">AND</p> <p>(ii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">AND</p> <p>(iii) Provide proof of Statutory Registration on the Physiotherapists Register maintained by the Physiotherapists Register Registration Board at CORU before a contract of employment can be issued.</p>	
Experience (length and type)	<p><u>Candidate for appointment must:</u></p> <p>(i) Have five years have 5 years full time (or equivalent) years post qualification clinical experience of which four years full time (or equivalent) must be consecutive in the required area of specialism.</p> <p style="text-align: center;">AND</p> <p>(ii) Demonstrate a proven record of clinical excellence in the specialism.</p> <p><u>Professional Development and Practice</u></p> <p>Candidates must demonstrate evidence of continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or relevant courses.</p> <p style="text-align: center;">AND</p> <p>Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research.</p>	

<p>Professional Development and Practice</p>	<p>Candidates must demonstrate evidence of continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or relevant courses.</p> <p style="text-align: center;">AND</p> <p>Candidates must demonstrate achievement in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research.</p> <p style="text-align: center;">AND</p> <p>All candidates must have the requisite knowledge and ability (including a high standard of suitability, management, leadership and professional ability) for the proper discharge of the duties of the office.</p>	
<p>Post Specific Requirements</p>		<ul style="list-style-type: none"> • Demonstrate depth and breadth of experience in musculoskeletal physiotherapy as relevant to the role. • Demonstrate depth and breadth of experience in the areas of clinical audit, quality improvement initiatives, practice development, teaching and research. • Demonstrate depth and breadth of experience in continuous professional development relevant to the required area of specialism.
<p>Other requirements specific to the post</p>		<p>Access to appropriate transport to fulfil the requirements of the role, as the post will involve travel.</p>

<p>Core Competencies</p>	<p><i>The successful candidate will be required to demonstrate competency in line with the Therapy Projects Office Competency Framework for Clinical Specialist 2008, and including:</i></p> <p><u>Professional Knowledge</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of advanced clinical experience, knowledge reasoning and skills in the assessment, planning, implementation, evaluation and modification of treatment programmes for service users in musculoskeletal physiotherapy. • Demonstrate evidence of experience in differential diagnosis and in keeping with current evidence based practice. • Demonstrate evidence of dissemination of advanced ethical awareness and responsibilities in the areas of extended scope physiotherapy. • Demonstrate evidence of a critical understanding of the context in which practice occurs for example social, political and inter-professional collaboration. • Demonstrate evidence of knowledge and application of risk management processes. • Demonstrate evidence of application of clinical standards, guidelines and procedures. • Demonstrate evidence of IT skills to enable service and statistical analysis, health care records documentation, report writing and email communication. • Demonstrate evidence of appropriate documentation in line with HSE standards for Health Care Records. • Demonstrate evidence of identifying and availing of formal and informal learning opportunities including: • Evidence of education in advanced clinical reasoning in musculoskeletal conditions. • Evidence of delivering an educational role. • Demonstrate a commitment to continuing professional development. 	
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	<ul style="list-style-type: none"> • Demonstrate a willingness to develop IT skills and provide innovative and blended methods of care delivery (e.g. Telehealth) as appropriate to service and patient needs. <p><u>Evaluating Information & Judging Situations</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of appropriate referral of decisions to a higher level of authority or inclusion of colleagues in the decision making process. • Demonstrate evidence of collecting, evaluation and reporting data on therapy outcomes for service users. • Demonstrate evidence of use of evidence based practice through clinical reasoning and decision making, applying evidence based outcome measures to evaluate efficacy of treatment and quality of care. <p><u>Commitment to Providing a Quality Service</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of clinical leadership in the development of new service initiatives in collaboration with line manager and other appropriate stakeholders. • Demonstrate evidence of application of research, audit and resulting change and/or quality initiatives. • Demonstrate a commitment to assuring high standards and strive for a user centred service. • Display evidence of knowledge and application of risk management processes. • Display awareness and appreciation of the service users and the ability to empathise with and treat others with dignity and respect. • Demonstrate initiative, flexibility and openness to change. <p><u>Planning and Managing Resources</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of appropriate planning and balancing of clinical demands with other responsibilities 	
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	<p>through effective time management and organisation skills.</p> <ul style="list-style-type: none"> • Demonstrate evidence of appropriate delegation of tasks within the clinical area. <p><u>Communication & Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of experience in communication skills, oral and written in clear, concise and well-structured manner in multidisciplinary team working appropriate to the content and target audience. • Demonstrate evidence of negotiating clearly and constructively with relevant stakeholders. <p><u>Managing and Developing (Self & Others)</u></p> <ul style="list-style-type: none"> • Demonstrate evidence of team skills and leadership of clinical practice within the multidisciplinary team. • Demonstrate evidence of multidisciplinary working in the designated clinical area. • Demonstrate an ability to manage and develop self and others in a busy working environment. • Demonstrate ability to utilise supervision effectively. 	
Health	Candidates 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.	
Character	Candidates for and any person holding the office must be of good character.	

Particulars of Office:

The appointment is: Whole-time Temporary and Part-time Permanent, and Pensionable

Panel: A panel may be formed to fill upcoming permanent, temporary and part-time, whole-time vacancies over the next 6 months.

Annual Salary: as at 01/10/2023 pro rata

€65,793 - €67,062 - €68,367 - €69,666 - €70,961 - €72,326 - €73,763 - €75,197 - €76,348

These particulars are subject to change in line with overall public pay policy.

Candidates should expect to be appointed on the minimum of the salary range and in accordance with the Department of Finance guidelines.

Probationary Period: The appointee shall hold office for a probationary period of six months – The Hospital's Probation and Induction policy will apply.

Pension Scheme: The candidate will be entered into one of the Hospital Superannuation Schemes.

Working Hours: The person appointed will work a basic 35 hour week. You will be required to work the agreed roster / on call arrangements advised to you by your line manager. Your contracted hours of work are liable to change between the hours of 8am – 8pm over seven days to meet the requirements for the extended day services in accordance with the terms of the Framework Agreement. (Reference HSE HR Circular 003/2009). Flexibility on hours of attendance in response to service needs will be a requirement.

Annual leave entitlement: 30 days per annum pro rata each year. Annual leave accrued must be taken within the duration of the contract or calendar year and as agreed between the candidate and the Head of Department.

Additional Information

Confidentiality:

During the course of employment staff may have access to, or hear information concerning the medical or personal affairs of patients, students, staff and / or other health service business. Such records and information are strictly confidential and unless acting on the instruction of an authorised officer, such information must not 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 when no longer required.

Hygiene:

During the course of employment staff members are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of St Vincent's University Hospital's quality system to ensure the safety and well-being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

Policies / Legislation:

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice.

Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

Protected Disclosure Policy:

See link below for more information on our Protected Disclosure Policy as per the Protected Disclosure (Amendment) Act 2022;

[Protected Disclosures - St. Vincent's University Hospital \(stvincents.ie\)](https://www.stvincents.ie/protected-disclosures)

Please note the following:

- The Hospital Board is not responsible for loss or theft of personal belongings
- Fire orders must be observed and staff must attend the fire lectures periodically
- All accidents within the department must be reported immediately.
- In line with the Safety, Health and Welfare at Work Act (2005), smoking within the Hospital Building is not permitted.
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- The use of personal mobile phones is prohibited.
- St. Vincent's University Hospital buildings and grounds are **smoke-free**.

Application Process: St. Vincent's University Hospital is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004. The Hospital values diversity and recognises the benefits of having a workforce that reflects the community we serve. We are committed to equality of access to positions within the Hospital. All recruitment activity and documentation will encourage applications from all potential candidates without discrimination.

Interested candidates should apply for vacancies of interest by visiting the Hospital Careers pages: <http://www.stvincents.ie/Home/Careers.html>

- Note the closing date(s) for the submission of on-line applications are specified on the list of vacancies. St. Vincent's University Hospital are not able to accept late applications.
- It is the applicant's responsibility to ensure that they apply well in advance of the closing date.
- Any applications which are still in progress but have not been submitted after the closing date will not be registered by our Web Recruitment System.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our Web Recruitment System.
- St. Vincent's University Hospital may only take into account technical issues raised by an applicant if advised to our Human Resources Department prior to the advertised closing date.

Non-European Economic Area Applicants: While St. Vincent's University Hospital is an equal opportunities employer, in line with current Department of Jobs, Enterprise and Innovation Employment Permit requirements, applications from non-European Economic Area (EEA) will only be considered in the event that an EEA citizen cannot be found to fill the vacancy. Please note that if you are a NON-EEA applicant and are unable to supply documents (listed on www.djei.ie), you are not entitled to participate in this recruitment competition. This is in accordance with the EU Community Preference Rule. Further information is available at www.djei.ie.

Former Public Service employees: Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:

- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants

Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

All overseas qualifications must be validated. No candidate can work in the Hospital without validated qualifications. If professional registration is also a requirement, candidates must provide documentation of same.

Canvassing will automatically disqualify.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

Competency based interviews follow the shortlisting stage of the recruitment process. Credit is awarded by the interview panel to candidates who demonstrate at interview that they possess the experience, competencies and skills listed in the person specification. Candidates will normally be given at least one week's notice of interview. All interviews are held remotely unless it is specifically noted otherwise in the Job Description. No subsequent or alternative dates to dates given will be offered to candidates. All posts are located in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically noted otherwise in the Job Description.

Disability: Please let us know if you need any special assistance at interview, e.g. if you have difficulty in moving up or down stairs or have hearing or speech difficulties.

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references, Garda clearance, overseas police clearance (if applicable)*, occupational health clearance, validation of qualifications and experience. A job offer is made pending satisfactory clearances. SVUH reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances cannot be obtained or are deemed unsatisfactory.

** If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries are the responsibility of the candidate. It is a process which can take an amount of time. Therefore we would strongly advise that you commence seeking international security clearances now.*

For some recruitment competitions a panel of successful candidates may be formed as a result of the interviews. Candidates who obtain a place on the panel may, (within the life of the panel), be considered for subsequent approved vacancies. Candidates are placed on a panel in order of merit. A panel is typically live for 6 months.

It is normal procedure that candidates be placed on the first point of the relevant salary scale in accordance with the Department of Finance guidelines.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

January 2024