



<b>Job Title and Grade</b>	<p><b>Non Consultant Hospital Doctor (NCHD)</b></p> <p>Grade Codes: SHO or Registrar or Senior Registrar or Specialist Register</p>
<b>Reporting Relationship</b>	<p>The NCHD's reporting relationship is to the Employer via his/her supervisory Consultant and Clinical Director (if such is in place). The NCHD may be required to report to the designated supervisory Consultant / Clinical Director / Head of Academic Department on matters relating to medical education, training and research. The NCHD will report directly to the Employer as required.</p>
<b>Purpose of the Post</b>	<p>During the appointment the successful candidate will, under the supervision of the Consultant / Clinical Director / Employer, participate in and deliver a quality health care service.</p> <p>Appointees will be required to actively engage in continuing professional education and development in accordance with organisational / professional requirements.</p>
<b>Principal Duties and Responsibilities</b>	<p>The NCHD's standard duties and responsibilities include, as directed by the Consultant / Clinical Director / Employer to, inter alia:</p> <ul style="list-style-type: none"> <li>• participate as a member of a multi-disciplinary team in the provision of medical care to patients;</li> <li>• diagnose and treat patients;</li> <li>• ensure that duties and functions are undertaken in a manner that prioritises the safety and well being of patients;</li> <li>• assess patients on admission and/or discharge as required and write detailed reports in the case notes;</li> <li>• order and interpret diagnostic tests;</li> <li>• initiate and monitor treatment;</li> <li>• communicate effectively with patients and clients;</li> <li>• attend clinics and participate in relevant meetings, case conferences and ward rounds; followed by documentation of findings on each patients chart; follow through with actions arising from the round;</li> <li>• represent the department / profession / team at meetings and conferences as appropriate;</li> <li>• further progress knowledge of diagnosis and management;</li> <li>• participate in multi-disciplinary clinical audit and proactive risk management and facilitate production of all data / information for same;</li> <li>• co-operate with investigations, enquiries or audit relating to the provision of health services;</li> <li>• maintain professional standards in relation to confidentiality and ethics; abide by the Irish Medical Council 'Guide to Ethical Conduct and Behaviour' (<a href="http://www.medicalcouncil.ie">www.medicalcouncil.ie</a>);</li> <li>• seek advice and assistance from the Consultant / Clinical Director / Employer with any assigned cases or issues that prove to be beyond the scope of his / her professional competence in line with principles of best practice and clinical governance;</li> <li>• engage in technological developments as they apply to the patient and service administration;</li> <li>• cover for occasional unplanned absence of colleagues;</li> <li>• perform other duties as required by the supervising Consultant / Clinical Director / Employer;</li> </ul> <p><b><u>Legislation / Policy / Procedures</u></b></p> <ul style="list-style-type: none"> <li>• co-operate with such measures as are necessary to ensure compliance with the</li> </ul>

	<p>requirements of the European Working Time Directive and related Irish legislation comply with statutory and regulatory requirements, agreed training principles<sup>1</sup> where appropriate, corporate policies and procedures and human resource policies and procedures (e.g. Dignity At Work, Trust in Care, Flexible Working Scheme etc);</p> <ul style="list-style-type: none"> <li>• co-operate with such arrangements as are put into place to verify the delivery of all contractual commitments;</li> <li>• document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice;</li> <li>• be aware of risk management issues, identify risks and take appropriate action;</li> </ul> <p><b><u>Education and Training</u></b></p> <ul style="list-style-type: none"> <li>• attend at NCHD Induction;</li> <li>• participate in mandatory and recommended educational and professional development programmes in accordance with organisational / professional requirements;</li> <li>• maintain and develop professional expertise and knowledge by actively engaging in continuing professional education and development;</li> <li>• make satisfactory progress in his / her training and development as per the requirements of the training body;</li> <li>• engage in planning and performance reviews as required with the supervising Consultant / Clinical Director / Head of Academic Department;</li> </ul> <p><b><u>Health &amp; Safety</u></b></p> <ul style="list-style-type: none"> <li>• Comply with the policies, procedures and safe professional practice of the Irish Healthcare System by adhering to relevant legislation, regulations and standards;</li> <li>• Document appropriately and report any near misses, hazards and accidents and bring them to the attention of relevant / designated individual(s) in line with best practice;</li> <li>• Work in a safe manner with due care and attention to the safety of self and others;</li> <li>• Be aware of risk management issues, identify risks and take appropriate action;</li> <li>• Promote a culture that values diversity and respect;</li> </ul> <p><b><u>Administrative</u></b></p> <ul style="list-style-type: none"> <li>• Ensure good working practice and adherence to standards of best practice;</li> <li>• Promote quality by reviewing and evaluating the service, identifying changing needs and opportunities to improve services;</li> <li>• Assist the Consultant / Clinical Director / Employer in service development, including policy development and implementation;</li> <li>• Ensure the maintenance of accurate records in line with best clinical governance, the organisation's requirements and the Freedom of Information Act, and provide reports and other information / statistics as required;</li> <li>• Engage in service audit and demonstrate the achievement of the service objectives;</li> <li>• Represent the department / profession / team at meetings and conferences as appropriate; and</li> <li>• Keep up to date with change and developments within the Irish Health Service.</li> </ul> <p><b><i>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.</i></b></p>
<p><b>Eligibility Criteria Qualifications and/ or experience</b></p>	<p><b>Before taking up an NCHD post:</b></p> <p>Each successful candidate must be registered in the Register of Medical Practitioners maintained by the Medical Council of Ireland in accordance with the Medical Practitioners Act 2007.</p>

<sup>1</sup> "Training principles to be incorporated into new working arrangements for doctors in training" published by the Medical Education and Training Group, July 2004

	<p><b>Health</b> A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p><b>Character</b> Each candidate for and any person holding the office must be of good character</p> <p><b>Age</b> Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age.</p>
<p><b>Skills, competencies and/or knowledge</b></p>	<ul style="list-style-type: none"> <li>• Sufficient command of the English language to effectively carry out the duties and responsibilities of the role.</li> <li>• Sufficient clinical knowledge and evidence based practice to carry out the duties and responsibilities of the role.</li> <li>• An ability to apply knowledge to evidence based practice.</li> <li>• Effective team skills and leadership potential.</li> <li>• The ability to plan and deliver care in an effective and resourceful manner.</li> <li>• An ability to manage and develop self in a busy working environment.</li> <li>• The ability to effectively evaluate clinical information and make appropriate decisions.</li> <li>• A commitment to assuring high standards and strive for a patient centred service.</li> <li>• Effective team skills.</li> <li>• Effective communication and interpersonal skills including the ability to collaborate with colleagues, families etc and good presentation skills.</li> <li>• Awareness and appreciation of the patient and the ability to empathise with and treat others with dignity and respect.</li> <li>• Flexibility and openness to change.</li> <li>• Ability to utilise supervision effectively.</li> <li>• A willingness to develop IT skills relevant to the role.</li> </ul>
<p><b>Medical Practitioners Act 2007</b></p>	<p>The Health Service Executive (HSE) is required under Section 86 of the Medical Practitioners Act 2007 to assess the number and type of specialist medical training posts required by the Irish health service and put proposals to the Medical Council on the matter.</p> <p>The HSE will only propose to the Medical Council as specialist medical training posts those NCHD posts that are occupied by medical practitioners who are actively enrolled on a structured specialist training programme with one of the Medical Council recognised postgraduate medical training bodies.</p>
<p>The reform programme outlined for the Health Services may impact on this role. As structures change the job description may be reviewed as required by the employer.</p> <p>This job description 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.</p>	