

Job Description and Person Specification

Clinical Specialist Podiatrist Diabetes Foot Management

Permanent Vacancy

Reference: HR25E207

Closing Date for Applications: Monday, 1st September 2025

In-person Interview Date: Thursday, 2nd October 2025

:

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

Contact: 01 221 6062 or recruitment@svuh.ie

Accountability and Working Relationships

Title: Clinical Specialist Podiatrist – Diabetes Foot Management

Reports to: Reports and is accountable to the Podiatrist Manager

Role Summary: As a Clinical Specialist Podiatrist the post holder will have the vision and drive to provide optimal diagnoses and treatment and to improve outcomes for patients / service users.

The post holder will work as part of a MDT developing key working relationships with medical, nursing and Health & Social Care Professional colleagues across, endocrinology, vascular, orthopaedics, infectious diseases and renal.

The Clinical Specialist will possess specialist skills and advanced knowledge related to the management of the diabetic foot. He/she will provide clinical leadership and deliver specialist podiatry input to the MDT and podiatry teams. The Clinical Specialist will contribute to the development of the Podiatry Service commensurate with a National Centre of Excellence and in line with National Strategy and Clinical Care Programmes.

Key Duties and Responsibilities:

Professional /Clinical

- Ensure professional standards are maintained in accordance with the requirements as set out by CORU <https://www.coru.ie/files-codes-of-conduct/podrb-code-of-professional-conduct-and-ethics-for-podiatrists.pdf>
- Adhere to national and international guidelines on foot management.
- Develop, manage and evaluate the service provided in the designated specialist area.
- Act as a recognised expert podiatric resource for highly specialised clinical advice in the specialist area to patients, peers and other medical staff including Consultants and GPs.
- Treat and manage a specialist clinical caseload.
- Undertake specialist podiatry treatments and interventions.
- Provide standardised high quality diabetes foot management to patients at high risk of developing foot complications and those with active foot disease.
- Ensure that a comprehensive holistic patient assessment is completed and care process devised in collaboration with the diabetes foot multidisciplinary team both in hospital and the out-patient setting.
- Develop specialised, tailored management plans with their patients following an accurate assessment and diagnosis, using highly advanced and specialist skills in patient management.
- Ensure timely referral to other services in the multidisciplinary team or other as required.
- Identify the need for change in own clinical practice, and that of colleagues, within the context of changing demographics, economic and legislative needs.
- Provide clinical leadership that will influence and assist in the development of quality improvements in diabetes foot management.
- Implement clinical governance within own specialist area and facilitate this within other remits as appropriate.

Quality, Safety and Risk Management

- Implement internationally developed standards in care of the at-risk diabetes foot and avail of evidence based interventions to achieve these standards.
- Develop and review appropriate clinical care pathways for diabetes patients and facilitate these with other specialists within the team and wider networks.
- Ensure that every patient is to be treated as an individual and provided with a high quality service in terms of courtesy, kindness, interest and efficiency.
- Lead and collaborate on the development and implementation of local and national standards of practice, clinical protocols and clinical pathways for diabetes foot management.
- Actively participate in relevant Special Interest Groups including Diabetes Specialist Implementation Groups on a regular basis.
- Support and stimulate research into own area of specialism.
- Participate in local and national audit, benchmarking and quality assurance measures in own specialist area and facilitate these in the podiatry service.
- Participate in the development, co-ordination and implementation of strategy relevant to the service.
- Provide clinical and non-clinical risk management, set standards and measure clinical effectiveness in own specialist area.
- Take reasonable care of their own health & safety and that of others who may be affected by what they do or do not do.
- Engage in and promote research (including collaborative interdisciplinary research), audit, evaluation and development as they relate to service delivery and best practice.
- Maintain links with diabetes representative organisations, have a full understanding of the legal responsibilities of the professional role, and commit to improving the experience of service users with an appreciation of cultural diversity.
- Use work items provided by the hospital in accordance with training and instructions, including personal protective equipment.
- Develop and review policies, procedures, protocols and guidelines for managing diabetes patient care within the Podiatry Department and in consultation with stakeholders.
- Plan, develop and review innovative service developments across own and other specialist services within the team in conjunction with their Line Manager.
- 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 as appropriate to the role.
- Support, promote and actively participate in sustainable energy, water and waste initiatives to create a more sustainable, low carbon and efficient health service.

Work Practice

- To act as a Podiatry Lead within the multidisciplinary team of specialists involved in the management of foot and ankle pathology.
- Provide a specialist service within with the hospital and liaise primary care and networks teams.
- Liaise with other members of the multidisciplinary team, patients, carers and others, on matters relating to the management and treatment of patients with highly complex foot pathology.

- Provide clinical support to the project team and networks by maintaining an effective range of communication skills to instruct, inform, and negotiate in order to achieve active patient participation, a cohesive approach to treatment and successful case management.
- Be responsible for collating and monitoring data relating to the specialist area and to prepare activity reports on this area for the Project Lead.
- Inform the Project Lead of changes or trends within service provision to diabetes patients and provide recommendations on implementing changes.
- Implement agreed policies, procedures and safe professional practice by adhering to relevant legislation, regulations and standards.
- Participate in the business planning aspect of the specialist team and contribute to the business planning process the podiatry service.

To Understand and Participate in Research

- To maintain knowledge of and critically analyse current literature and available evidence relevant to specialism and integrate same into practice.
- To monitor and evaluate effectiveness of intervention through the use of evidence based practice and outcome measures and modify practice accordingly.
- To develop and update clinical guidelines for own areas of practice in accordance with evidence and professional body guidelines.
- To demonstrate evidenced based practice in clinical specialism through the process of clinical reasoning and decision-making allowing knowledge to be applied in complex/different situations.

To Promote Education and Development – Self and Others

- To identify own personal and professional development needs and to put formal and informal structures in place to meet those needs in collaboration with the Podiatrist Manager.
- To identify and avail of formal and/or informal learning opportunities within Podiatry and MDT contexts to remain informed on contemporary clinical best practice.
- To analyse and apply learning from formal and informal CPD activities relevant to practice.
- To act as a positive and supportive specialist team leader in their own area.
- Avail of and participate in own supervision with Podiatrist Manager.
- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development e.g. reflective practice, by attending and presenting at in-service events, training courses, conferences, professional courses or other courses relevant to practice, participating in research etc.
- Manage, participate and play a key role in practice education of student podiatrists and promote and engage in teaching/training/support of others as appropriate (e.g. to staff, students, patients, carers etc.)
- To organise departmental journal clubs, academic and clinical case presentations.
- Attend practice educator courses as required.
- Participate in planning and performance management/personal development reviews as required with the Podiatrist Manager
- Maintain a continuous professional development (CPD) folder/online log in accordance with departmental, Podiatry Ireland and CORU guidelines.

To Contribute to Podiatric Professional Practice and Act as Clinical Resource

- To represent the Podiatry profession within their own area and across multiple service areas within SVUH, larger health service and with all relevant stakeholders.
- To promote and instigate initiatives that will ensure professional practice and advancement of standards.
- To maintain knowledge of on-going work done by Podiatrist professional bodies, Irish healthcare services and relevant developments internationally and apply same to practice when relevant.
- To understand the specifics of current legislation as it applies to their specific area of practice.
- To understand and respect own scope of practice and that of all members of the MDT.
- To know when to ask for support in decisions or referring decisions to others when appropriate.
- To act as an advocate for colleagues within profession.
- To act as a clinical advisor to colleagues, students and health professionals.
- To provide clinical expertise on a regional and national basis on their specialist knowledge and skills in a defined clinical area.
- To contribute professional expertise to wider organisation initiatives/committees or steering groups.
- To disseminate knowledge and evidence based practice through presentations and publications.

Health and Safety

- Participate in mandatory and recommended training programmes in accordance with departmental/organisational guidelines.
- Comply with hospital and community policies in relation to fire, health & safety, risk management, Freedom of Information, patient confidentiality, and dignity in the workplace.
- Document appropriately and report any near misses, hazards and accidents and bring to the attention of the relevant person(s) in line with best practice.
- Work in a safe manner with due care and attention to the safety of self and others
- Keep up-to-date with all departmental and hospital standards, policies, guidelines and protocols
- Be aware of risk management issues, identify risks and take appropriate action
- Promote a culture that values diversity and respect

Administrative

The Clinical Specialist Podiatrist will, in consultation with the Podiatrist Manager:

- Be responsible for the co-ordination and delivery of service in designated area; Ensure good working practice and adherence to standards of best practice
- Promote quality by reviewing and evaluating the Podiatry service, identifying changing needs and opportunities to improve services
- Assist the Podiatrist Manager in service development, including policy development and implementation

- 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
- Engage in service audit and demonstrate the achievement of the service objectives and Key Performance Indicators and Quality Improvement Projects
- Deputise for the Podiatrist Manager as required
- Engage in technological developments as they apply to patient care and service administration
- Be responsible for the organisation and maintenance of clinical equipment
- Keep up to date with change and developments within the Irish Health Service

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.

Informal Enquiries or Role Specific Enquiries: Ms Aideen O'Donoghue, Tel: (01) 221 3389.
Email: aodonoghue@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<p><u>1. Statutory Registration, Professional Qualifications, Experience, etc.</u></p> <p>(a) Eligible applicants will be those who on the closing date for the competition will have the following:</p> <p>(i) Be registered, or be eligible for registration, on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(ii) Must demonstrate evidence of continuing professional development relevant to the required area of specialism, in the form of post-graduate qualifications or courses relevant to a specialist diabetes foot service.</p> <p style="text-align: center;">And</p> <p>(iii) 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>(iv) Provide proof of Statutory Registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU before a contract of</p>	<ul style="list-style-type: none"> • Significant evidence of continuing professional development in area of specialism

	<p>employment can be issued.</p> <p style="text-align: center;">And</p> <p>(v) Candidates must possess 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><u>2. Annual Registration</u></p> <p>(i) Practitioners must maintain annual registration on the Podiatrists Register maintained by the Podiatrists Registration Board at CORU.</p> <p style="text-align: center;">And</p> <p>(ii) Confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p>	
<p>Experience (length and type)</p>	<p>Have five years full time (or an aggregate of five years) post registration qualification experience. Of which four years full time (or an aggregate of four years) post registration qualification clinical experience must be in the required area of Specialism.</p> <p style="text-align: center;">And</p> <p>Demonstrate a proven record of clinical excellence in the specialism.</p>	<ul style="list-style-type: none"> • Evidence of research dissemination in the form of clinical audits, poster or conference presentations and/or peer reviewed journal articles. • A postgraduate qualification and/or evidence of extensive CPD in an area relevant to the post
<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 and Experience</u></p> <ul style="list-style-type: none"> • Act as a recognised expert podiatric resource for highly specialised clinical advice to patients, peers and other medical staff including Consultants and GPs • Treat and manage a specialist clinical caseload for those with diabetes foot disease <ul style="list-style-type: none"> · Undertake specialist podiatry treatments and interventions • Provide standardised high quality foot management to patients at high risk of developing foot complications and those with 	

	<p>active foot disease.</p> <ul style="list-style-type: none"> • Provide a service within hospital inpatient and outpatient departments, and in liaison with the primary care teams and networks. • Adhere to national and international guidelines on foot and ankle management • Implement internationally developed standards in care of the at-risk foot and ankle and avail of evidence based interventions to achieve these standards • Ensure that a comprehensive holistic patient assessment is completed and care process devised in collaboration with the diabetes foot MDT both in hospital and the out-patient setting • Liaise with other members of the multidisciplinary team, patients, carers and others, on matters relating to the management and treatment of patients with highly complex foot pathology • Develop specialised, tailored management plans following an accurate assessment and diagnosis of the patient, using highly advanced and specialist skills in patient management • Ensure that every patient is to be treated as an individual and provided with a high quality service in terms of courtesy, kindness, interest and efficiency • Develop and review appropriate clinical care pathways for patients and facilitating these with other specialists within the team and wider networks • Ensure timely referral to other services in the MDT team or other as required • Contribute to proactive discharge planning by participating in relevant ward rounds and meetings as appropriate • Provide clinical support to the multidisciplinary team and networks by maintaining an effective range of communication skills to instruct, inform, and negotiate in order to achieve active patient participation, a cohesive approach to treatment and successful case management • Provide case supervision to less experienced Podiatrists in own specialist clinical area • Lead and collaborate on the development and implementation of local and national 	
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	<p>standards of practice, clinical protocols and clinical pathways for foot and ankle management.</p> <ul style="list-style-type: none"> • Actively participate in relevant Special Interest Groups including Diabetes Specialist Implementation Groups and MSK groups on a regular basis. • Be responsible for collating and monitoring data relating to the specialist area and to prepare activity reports on this area for the Podiatrist Manager. • Demonstrates an advanced level of clinical knowledge / can clearly and methodically assess and analyse complex problems / situations. • Demonstrates an awareness of the signs/ symptoms of conditions for which podiatry is / is not indicated. • Demonstrates sound knowledge of complex presenting conditions of the patients / clients. • Demonstrates specialist knowledge of the various theoretical models and approaches that apply in current podiatry practice. • Knowledge and experience of effective models of Podiatry assessments and treatments including: • A knowledge of and ability to undertake a comprehensive assessment of the vascular and neurological status of the lower limb including use of Doppler waveform analysis, Ankle Brachial Pressure Index calculation, and tests for sensory and motor dysfunction. • Knowledge of advanced vascular and neurological investigation. • A high standard of local wound care including sharp debridement skills and knowledge of international best practice clinical guidelines on standard and advanced topical therapies. • The ability to detect signs of infection, determine level of infection, referral for imaging investigations and antibiotic therapy if necessary, and ability to effectively carry out investigations such as wound swabs and biopsies. • A sound knowledge of antibiotic therapies for diabetes foot infections and the ability to interpret microbiological and radiology reports. 	
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	<ul style="list-style-type: none"> • Knowledge of dermatological conditions associated with diabetes. • Good theoretical knowledge and experience in nail surgery and the use of local anaesthesia. • Experience in computerised gait analysis and evaluation of plantar pressures • Knowledge and experience in prescription and fitting of orthotic devices in line with international best practice clinical guidelines, casting techniques, and provision of off-loading devices. • Knowledge and clinical expertise in interpreting and advising on the results of diagnostic testing. • Demonstrates knowledge of a range of appropriate therapeutic interventions relevant to the client group and an ability to apply knowledge to best practice. • Demonstrates the knowledge, abilities and clinical skills required to provide safe, efficient and effective service in the area of practice. • Demonstrates knowledge of health promotion and disease management. • Knowledge of the HSE Primary Care Strategy and how it relates to Podiatry. • Maximises the use of IT with a willingness to develop IT skills as relevant to the role. <p><u>Planning and Managing Resources</u></p> <ul style="list-style-type: none"> • Balances clinical work with other research and educational responsibilities. • Demonstrates effective time management. • Provides flexible interventions to meet the varied needs of individual service users. • Demonstrates the ability to plan and manage the delivery of an optimum service in an effective and resourceful manner, within a model of person-centred care. • Demonstrates a high level of initiative, flexibility and adaptability in response to workforce demands. • Promotes the delivery of a holistic, user-focused approach, which encompasses a multi-professional and inter-professional perspective. • Demonstrates advanced leadership and team skills including the ability to lead by 	
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	<p>example.</p> <ul style="list-style-type: none"> • Demonstrates a commitment to manage and develop self and others in a busy working environment. • Deals positively and constructively with obstacles and conflict within teams. • Demonstrates commitment to continuing professional development (CPD) and facilitates staff development by providing support such as; supervising, mentoring, coaching and formal development planning. Develops and/or implements systems to support a CPD culture within the service. <p><u>Commitment to providing a Quality Service</u> <i>For example:</i></p> <ul style="list-style-type: none"> • Demonstrates a commitment to and the ability to lead on the delivery, design and implementation and evaluation of a high quality, person centred service. • Designs and develops new, innovative and non-traditional service delivery models which aim to promote a comprehensive and integrated quality service within evolving healthcare structures, overcoming any resource limitations. • Demonstrates and promotes collaborate working relationships as well as having the ability to work independently and exercise a high degree of professional autonomy. • Displays awareness and appreciation of service users and the ability to empathise with and treat others with dignity and respect. <p><u>Evaluating Information and Judging Situations</u></p> <ul style="list-style-type: none"> • Exercises a high degree of professional autonomy in the analysis of highly complex facts or situations that contribute to the implementation of a treatment or management strategy for the service user. • Demonstrates the ability to effectively analyse and critically evaluate complex information and make appropriate decisions. • Explains the rationale behind decisions confidently when faced with opposing or competing demands. Is objective but also aware of sensitivities in their approach. • Regularly quantifies and evaluates activities 	
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	<p>against service plans and takes timely action to correct potential difficulties and/or to respond to changing needs. Recognises how service constraints impact on service delivery.</p> <ul style="list-style-type: none"> • Demonstrate evidence based practice through the process of clinical reasoning and decision making, allowing knowledge to be applied to complex/different situations. <p><u>Communications and Interpersonal Skills</u></p> <ul style="list-style-type: none"> • Displays effective communication skills (written & verbal) e.g. presents written information in a clear, concise and well-structured manner / communicates complex information by tailoring the communication method and the message to match the needs of the audience. • Demonstrates sound interpersonal skills including the ability to collaborate effectively with a wide range of people, colleagues, families, carers etc. • Demonstrates sensitivity, diplomacy and tact when dealing with others and is patient and tolerant when dealing with conflict or negative attitudes from others. • Demonstrates strong negotiation skills, remains firm but flexible when putting forward a point of view. • 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>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, Permanent, and Pensionable

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

Annual Salary: as at 01/08/2025 pro rata.

1	2	3	4	5	6	7	8	9
€70,698	€72,062	€73,464	€74,858	€76,251	€77,718	€79,263	€80,804	€82,040

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 \(stvincents.ie\)](http://stvincents.ie)

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.

Persons in receipt of a pension from specified Superannuation Schemes: Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed applying / competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012): Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the

same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

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 weeks' 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.

August 2025