

Job Description and Person Specification

Consultant in Emergency Medicine

**Contract Type: Public Only Consultant Contract 2023
(POCC23)**

37 hours - St. Vincent's University Hospital

Temporary Vacancy (Fixed Term approx. 11 months)

Reference: M26E071

Closing Date for Applications: Sunday, 24th May 2026

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

Contact: +353 (1) 221 6047 or medicalrecruitment@svuh.ie

Job title / Grade: Consultant in Emergency Medicine

Reports to: Reports and is accountable to the relevant Clinical Director **and** Departmental Clinical Lead.

Department Information:

The Emergency Department at St Vincent's University Hospital is part of St. Vincent's Healthcare Group and provides a regional service with St. Columcille's and St. Michael's Hospitals for patients in the South East Region extending from inner South City Dublin to Wexford and West to mid Wicklow. The catchment area population is approximately 435,000.

The primary function of the department is the assessment, resuscitation and treatment of acute illness and injury in patients by appropriately trained and experienced staff as quickly as possible, according to current international, national and local standards.

The Emergency Department comprises the following:

- Triage
- Rapid Assessment and Treatment (RAT) area
- Zone 1 (Resuscitation Area)
- Covid ED and Covid Resuscitation Area
- Zone 2 (Treatment Area for major cases)
- Zone 3 (Ambulatory Care area)
- Decontamination room
- Mental health rooms
- Radiology suite (CT and plain film x-ray)
- Clinical Decision Unit (CDU)
- EDITH (ED in the Home service, incorporating Wicklow Frailty Response Team)
- OPRAH (Older Persons Rapid Assessment Hub)

Following assessment and management, patients are admitted, transferred to another hospital or discharged home. After discharge patients are followed up by their General Practitioner or through specialty clinics on the hospital campus.

The Emergency Department leads the organisational response to a major emergency declaration. (General Services Ref: Major Incident Plan).

The Emergency Department provides emergency post exposure prophylaxis following potential infectious disease exposures for staff out of hours. In office hours the Occupational Health Department provides this service to hospital staff.

A trauma access protocol is in operation with all major traumas from the region being brought primarily to St. Vincent's University Hospital Emergency Department. The hospital has been designated as a Trauma Unit under the National Trauma System framework.

A regional stroke service is in place with Acute Stroke cases being brought to St. Vincent's University Hospital.

The department leads on the provision of EDITH (ED in the Home, a Slaintecare funded project) and OPRAH (Older Persons Rapid Assessment Hub a Spark innovation funded project) both of which involve

provision of multi-disciplinary care for older patients in order to access alternative care pathways where appropriate to avoid ED attendance and/or hospital admission.

The department plays an important role in undergraduate Emergency Medicine Education. The department has a track record in middle grade education being recognized as a training centre for doctors in Core and Advanced Specialist Training as well as those applying for ASTEM training positions. We also provide training to basic specialty training in medicine and supervise General practice trainees from three local training schemes.

Patient Profile

Patients may attend by GP referral, self-referral (both internal and external to the catchment area), referred from schools and work premises in the catchment area, or be brought in by the Emergency Ambulance Services.

The EDITH service has established strong links with CHOs, St Columcille's and St Michael's Hospitals as well as the National Ambulance Service, local GPs and residential care units which enables bidirectional flow and efficient use of resources.

The department has a higher than average proportion of elderly patients with significant medical co-morbidity. The catchment area is well served by excellent general practitioners thus patients referred to the Emergency Department or attending with emergency problems tend to be of high acuity and dependency.

Key Duties and Responsibilities:

- To participate in development of and undertake all duties and functions pertinent to the Consultant's area of competence, as set out within the Clinical Directorate Service Plan¹ and in line with policies as specified by St. Vincent's University Hospital.
- 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 and/or levels of service (volume, types etc.) as determined by St. Vincent's University Hospital. 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.
- 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. The Consultant shall receive training and support to enable him/her to participate fully in such structures.
- 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 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.
- Maintain throughout the Hospitals awareness of the primacy of the patient in relation to all of the Hospitals' activities.
- Demonstrate behaviour consistent with the values of the Hospitals.
- Actively participate in and promote continuing education and research activities consistent with the position.
- Promote open communications throughout the Hospitals.
- *Cover for fellow Consultants during holidays, sickness or other approved absences.*
- Provide a consultative service as required.
- Participate in the development of services in the hospital, including the assumption of appropriate administrative roles.
- Liaise with the Chief Executive, Director of Nursing, Chair of Medical Board, consultant staff and others in all matters pertaining to the efficient management of the hospital services.
- Perform such other duties appropriate to his/her office as may be assigned to him/her from time to time.
- Advise on the development and maintenance of services within the resources of the hospital and in co-operation with management.
- Manage, as required, patients in ICU
- Encourage and support research and development.
- Organise and participate in the teaching of undergraduate and postgraduate students, Nursing and other staff of the hospital.

Specific Duties of Post:

- There are service educational and research components to this post to which the appointee will be expected to contribute.
- The service commitments will be to the Resuscitation, High Dependency, Fast Track Handover within the department at SVUH as well as rostered shifts at St Michael's Hospital Emergency Department and St Columcille's Hospital Injury Unit.
- In addition, the post holder would be expected to lead on a specific Emergency Medicine portfolio in the Emergency Care Network, according to their areas of interest and expertise by agreement with the Clinical Director. This post will specifically include governance around Quality Improvement for Deferred Care and Same Day Emergency Care (SDEC), to allow for better referral systems and two-way collaboration between the AMU, the MAU in St Columcille's and the ED in St Michael's Hospital.
- The consultant will take clinical ownership when on duty in the department leading Resuscitation teams.
- Day to day clinical and administrative responsibility for the appropriate functioning of the department will be a key duty. This will involve assigning staff with appropriate levels of competencies to patients and ensuring that patients are referred appropriately and where discharged appropriate discharge planning is undertaken.

- The development of joint protocols with nursing and clinical colleagues for the management of emergency admissions will be a requirement in addition to developing standards and robust systems that ensure high quality emergency care.
- The consultant will work with colleagues to provide a consultant-led and consultant delivered service with the highest standard of care.
- They will work with multi-professional teams to develop care pathways and clinical guidelines while developing and maintaining high quality working practices with other specialties. This will involve close collaboration and the further development of established links with specialty colleagues and primary care.
- The consultant will be expected to provide educational and clinical support and leadership to junior colleagues, nursing colleagues and members of multi-disciplinary teams.
- There will be an expectation that the consultant will participate in clinical audit and in measuring key performance indicators where benchmarks have been established.
- They will also be expected to take responsibility for promoting new developments in clinical care in subspecialty areas where they have particular expertise.
- The consultant will participate in undergraduate and post graduate medical education in particular mentoring trainees and ensuring that their clinical exposure and supervision is in keeping with the requirements of the curricula of the post graduate training programmes on which they are registered.
- They will also be expected to participate in the appraisal of medical staff within the department as well as recruitment of new staff.
- In conjunction with clinical audit, research is a key part the Emergency Department at St Vincent's University hospital and the consultant will promote research opportunities while engaging in teaching research methodology and critical appraisal to junior medical staff.
- Participation in Major Incident Planning will be a requirement locally within the hospital and across the greater region.
- The consultant will be expected to help with developing a business case for new equipment and for any capital development required in upgrading facilities to cope with the increasing age and acuity of our catchment population.

The successful candidate will be rostered according to departmental schedules and on call rosters and in accordance with contractual obligations. Consultants are required to submit a detailed practice plan outlining weekly commitment to the department. This will be used to create a template for the weekly schedule and will allow for monitoring of duties.

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 Enquiries or Role Specific Enquiries:

Dr Nigel Salter, Consultant in Emergency Medicine. **Email:** nigel.salter@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ 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 emergency medicine 	
Experience (length and type)		<ul style="list-style-type: none"> • Evidence of having delivered on Quality Improvement and service development for patient flow through strategies such as Deferred Care and/or Same Day Emergency Care or equivalent. • Evidence of relevant Postgraduate qualification relevant to Deferred or Same Day Emergency Care. • Relevant publications and/or presentations to Deferred/SDEC in the last three years.
On-Call Commitment	<p>In line with the working hours provisions of Section 13 of the Public Only Consultant Contract 2023, to support the employer in the delivery of extended consultant-provided services the consultant's core weekly working hours will be scheduled to occur between 8:00am and 10:00pm rostered Monday to Fridays and between 8:00am and 6:00 pm on rostered Saturdays. Rostering will be in line with service need and requirement for surge capacity. Scheduling of work will be completed in accordance with a work-plan (Template documents as per Appendix 3) that will be prepared from time to time by the Employer in respect of the consultant</p> <p>The consultant will be required to partake in the on-call rota covering St. Vincent's University Hospital, St. Michael's Hospital,</p>	

	Dun Laoghaire and St. Columcille's Hospital's local injuries unit, with internal cross cover for annual leave. The on-call is currently 1:9. This on-call rota is subject to change depending on the department needs.	
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Particulars of Office:

The appointment is: Whole-time, Temporary (Fixed Term Contract), and Pensionable

Annual Salary: Public Only Consultant Contract 2023

€235,862 - €283,318* per annum pro rata (salary scales: 01/02/2026)

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: A Consultant who currently holds a permanent Consultant appointment in the Irish public health service will not be required to complete a probationary period should (s)he have done so already.

A Consultant will not be required to complete the probationary period where (s)he has for a period of not less than 12 months acted in the post pending its filling on a permanent basis.

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

Working Hours: The Consultant is contracted to undertake such duties / provide such services as are set out in this Contract and agreed work schedule in the manner specified for **37 hours** per week. To support the Employer in the delivery of extended consultant-provided services the Employee's core weekly working hours will be scheduled to occur between 8.00 am and 10.00 pm on rostered Mondays to Fridays and between 8.00 am and 6.00 pm on rostered Saturdays.

Annual, Conference, Course leave:

All leave or planned absences, other than those described in Clause 19.3 'Sick Leave', Terms and Conditions of Consultant Contract must have prior approval from the Clinical Director / Employer.

The Consultant's annual leave entitlement is 30 working days per annum and as determined by the Organisation of Working Time Act 1997.

Sick leave:

The Consultant may be paid under the Sick Pay Scheme for absences due to illness or injury. Granting of sick pay is subject to a requirement to comply with the Employer's sick leave policy.

Travelling & Subsistence Expenses:

Travelling and subsistence expenses necessarily incurred by a Consultant in the course of duty shall be met on the basis applicable to persons of appropriately senior status in the public sector.

External Work (Private Practice):

You may not engage in private practice on-site in accordance with the Contract Type. Please refer to Clause 24 of the Public Only Consultant Contract 2023 of the Terms and Conditions of the Consultant Contract.

Medical Council Registration

The appointee should be registered as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialty of **emergency medicine**.

Clinical Indemnity Scheme

This post is indemnified by the Clinical Indemnity Scheme. See Clause 34 of the Terms and Conditions of the Consultant Contract.

Superannuation/Retirement:

(a) You will be covered by the terms of the relevant pension scheme as set out in Sections 5 & 6 of DPER circular 19/2012. Appropriate deductions will be made from your salary in respect of your contributions to the scheme. In general, 65 is the minimum age at which pension is payable, however, for appointees who are deemed not to be 'new entrants' as defined in the Public Service Superannuation Miscellaneous Provisions Act 2004 an earlier minimum pension age may apply.

(b) Should you be deemed not to be a new entrant (as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004), retirement is compulsory on reaching 65 years of age.

(c) Consultants newly appointed on or after 1st January, 2013 or persons returning to public service employment after a break of more than 26 weeks will be members of the Single Public Service Pension Scheme. The Single Scheme provides for CPI-linked defined-benefit pension awards based on career-average pay. Minimum pension age will be linked to the State Pension age (66 years initially, rising to 67 in 2021 and 68 in 2028). Pension benefits for new entrants will accrue on a standard basis (i.e. one year's credit for one year's service up to a maximum of 40 years' service) while normal abatements of pension provision will apply to all public sector posts. Compulsory retirement age for most members will be 70 years.

Details of the various schemes are available from the Benefits Unit of the HR Department.

Disciplinary & Grievance Procedures

See Appendix 6 & 7 of the Public Only Consultant Contract.

Additional Information**St. Vincent's University Hospital**

St. Vincent's University Hospital is a 614 bedded teaching hospital. The catchment area has a population of approximately 360,000 people and is situated in Dublin Mid Leinster/South Dublin Hospitals Network. The hospital provides a comprehensive range of medical, surgical, radiology, pathology and other services for this region and, at the present time for some areas outside it.

The hospital is part of the teaching facility at University College Dublin and undertakes undergraduate and postgraduate teaching and training. The appointee will have the opportunity of participating fully in all the research and academic activities of the Department of **emergency medicine** and will be encouraged to develop their own research interests. They will also be expected to participate in teaching with special emphasis on undergraduates. The appointee will be a member of the Medical Board of St. Vincent's University Hospital.

The appointee will have full access to all the academic facilities available at the St. Vincent's University Hospital site and through its association with the School of Medicine and Medical Sciences, University College Dublin.

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 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.

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.

Applications **must be made on-line** via the careers page on our website: www.svuh.ie.

- 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.

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- Any applications which are still in progress but have not been submitted after the closing date will not be considered.
- Applications for St. Vincent's University Hospital job vacancies will only be accepted through our website.
- 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.
- St. Vincent's University Hospital will not be liable for travelling or other expenses incurred by candidates who may be required to attend for interviews.
- References will be obtained for all candidates in advance of the interview. It is the candidates responsibility to ensure their referees can expect contact to provide a reference to support your application.

Entry to competition and subsequent appointment

- For the purposes of eligibility for entry to any competition or recruitment process associated with this post, a candidate must fulfil the eligibility requirements laid down in consultant appointment documents 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 produce 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 recruitment process may be initiated.
- The employer may decide to make a proleptic appointment(s) as provided for at Section 2 d) of Consultant Contract 2008.

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 stage of the recruitment process. 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. Candidates will normally be given at least two weeks' notice of interview. Interviews are held in person only, no subsequent or alternative dates to dates given will be offered to candidates. All interviews are held in St. Vincent's University Hospital, Elm Park, Dublin 4 unless it is specifically advised otherwise.

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 Vetting, International 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. It should be noted that no offer of employment is made, or should be interpreted as having been made, until the St. Vincent's University Hospital formally offers employment by way of a contract of employment. A person will not be appointed to a position until a signed contract is returned to the issuing office. It is expected that the successful candidate will take up duty within 3 months of being formally offered the position. St. Vincent's University Hospital reserves the right to withdraw the offer of employment should appointees fail to meet these timeframes.

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.

Date: May 2026