ST. VINCENT'S UNIVERSITY HOSPITAL
Elm Park

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Job Description and Person Specification

Consultant in Cancer Genetics

Contract Type: Public Only Consultant Contract 2023 (POCC23)

37 hours - St. Vincent's University Hospital

Permanent Vacancy

Reference: M26E108

Closing Date for Applications: Sunday, 20th December 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 Cancer Genetics

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

Department Information:

St Vincent's UCD Cancer Centre strives to be at the forefront of Cancer service provision in Ireland by providing a service that enables each and every patient access to safe, compassionate and high-quality care when they need it. Working in partnership with the other Directorates in SVUH and our partner SVHG Hospitals, the Cancer Services Directorate provides comprehensive patient-centred care to our patients on an in-patient, out-patient and acute basis.

SVUH is one of the eight nationally designated Cancer Centres. It is the National Centre for Pancreatic Cancer, Neuroendocrine Tumours, Testicular Cancer, Sarcoma, and Primary Liver Cancer. It is National centre for Peptide Receptor Radionuclide Therapy (PRRT). It is one of the four National Centres to host the Gynae-Oncology multi-disciplinary team (MDT) and provides a supra-regional service for Bladder Cancer. It is a regional referral centre for Lung Cancer, Colorectal Cancer, Gynae-Oncology, Urological Cancer and Skin Cancer. SVUH has one of the largest symptomatic breast cancer treatment centre's in Ireland and is co-located with a national BreastCheck Screening Unit. The Hospital provides Endoscopy and related services on behalf of NSS National BowelScreen programme.

The medical oncology service also has academic affiliation with University College Dublin and the Royal College of Physicians of Ireland and provides training to medical students and postgraduate medical trainees.

Established in 2024, the Cancer Genetics service in St Vincent's University Hospital is a high functioning team comprising of a Consultant Lead, 4 Advanced Nurse Practitioners' (ANPs), a Senior Genetic Counsellor and a Clinical Administrator/Genomic Resource Associate. They work alongside the psycho-oncology team, surgical specialties, and high-risk familial clinics. The Cancer Genetic service provides specialist identification and management of individuals with a cancer predisposition, support to individuals and their families whilst undergoing investigations for hereditary cancer syndromes, promotion of the prevention and early detection of cancer and informs and guides therapeutic decisions (precision medicine) based on genetic information in patients diagnosed with cancer.

The Consultant Cancer Geneticist has oversight and responsibility for all aspects of the cancer genetics service, including policy development, clinical pathway design and oversight, laboratory partnerships, education and training, data governance, management of complex genetic results and service development. The consultant co-chairs a regional cancer genetics Multi-Disciplinary Meeting (MDM) with Cork University Hospital.

There is also a weekly case review meeting attended by the full cancer genetics team, led by the consultant, and a weekly case meeting with the ANPs involved in genetic testing to provide specialist genetics support. A monthly cancer genetics service development meeting and a quarterly document review meeting ensure continuous focus on maintaining high standards of service delivery and governance.

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 Plan 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 Clinical Neurophysiology 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:

Specific expertise in Cancer Genetics. This post will involve working with members of the multidisciplinary teams involved in the delivery of specialist cancer genetic care. This will include the identification and management of cancer predisposition care to individuals and their families whilst undergoing investigations for hereditary cancer syndromes, promotion of the prevention and early detection of cancer and informing and guiding therapeutic decisions (precision medicine) based on genetic information in patients diagnosed with cancer in line with national and international best practices. The successful candidate will be expected to co-chair the regional cancer genetics Multi-Disciplinary Meeting (MDM), attend weekly case review meetings, attend the full cancer genetics team meetings, attend weekly case meetings with the ANPs involved in genetic testing to provide specialist genetics support, attend monthly cancer genetics service development meetings and attend a quarterly document review meeting to ensure continuous focus on maintaining a high standards of service delivery and governance.

There is also an expectation that the candidate will be involved in clinical research and clinical trials and have a strong interest in audit.

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 David Fennelly, Consultant Medical Oncologist / Clinical Director – Oncology Directorate. **Email**: dwfennelly@svhg.ie

Person Specification

Factors	Essential	Desirable
Qualifications	• Registration as a specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland in the specialties of clinical genetics **or** medical oncology.	• Higher degree (e.g. MD) pertinent to Cancer Genetics.
Experience	• Specific experience in Cancer Genetics	• Completion of Medical Oncology specialist training
On-Call Commitment	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. If the successful postholder holds specialist registration in the division of medical oncology, they will join the medical oncologist rota which is currently 1:9 however this is subject to change depending on departmental needs.	

Particulars of Office:

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

Annual Salary: Public Only Consultant Contract 2023

€238,221 - €286,151* per annum pro rata (salary scales: 01/06/2026)

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 **clinical genetics <u>or</u> medical oncology**.

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 is 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 Histopathology 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.
- 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.
- 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.

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 clearance, 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.

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: November 2026