



**Organisation Profile,
Job and Person Specification**

**Consultant General Surgeon s.i.
Upper Gastrointestinal Surgery**

Public Only Consultant Contract 2023 (POCC23)

St. James's Hospital - 37 hours

Reference ID: TBC

Locum Appointment

ORGANISATION PROFILE:



About St James's Hospital

St James's Hospital is Ireland's largest acute academic teaching hospital and is based in Dublin's south inner city. The hospital is one of two Dublin-based state-owned large scale acute medical facilities constituted independently under Statute. The hospital has 1,066 inpatient beds and employs approximately 5,000 staff.

Our 60-acre campus houses the Trinity College Dublin Health Sciences Centre, Trinity College Dublin Translational Medicine Institute, Wellcome Trust/HRB Clinical Research Centre, Irish Blood Transfusion Service (IBTS), St Luke's Radiation Oncology Centre, Centre for Advanced Medical Imaging, Mercer's Institute for Successful Ageing, Emergency Medicine Department, National Medicines Information Centre, Johnathan Swift Clinic and St James's Private Clinic. In 2025 the Trinity St James's Cancer Institute became Ireland's first OECl-accredited Comprehensive Cancer Centre.

The new National Children's Hospital is co-located on the St James's Hospital Campus with further development planned for the relocation of the Coombe Women and Infants University Hospital to the campus to facilitate an optimal tri-location of acute adult, paediatric and maternity services.

Acute Service Provision

St James's Hospital has the greatest number of clinical specialties, sub-specialties and national services in the acute adult hospital system in Ireland*. It has the largest medical oncology programme nationally and is a centre of excellence for the delivery of cancer care in Ireland, comparable in scale and complexity to other major European centres.

By international standards, St James's Hospital is a significant acute hospital service provider. We provide acute, emergency, specialist services and residential care, across a vast range of medical and surgical specialties and place high emphasis on excellence of delivery, research, innovation and education.

The development of an Academic Health Science Centre

With our academic partner Trinity College Dublin, our overarching ambition is to evolve into Ireland's first Academic Health Science Centre (AHSC), in a fundamental reshaping of the hospital-university model.

The expertise of Trinity College Dublin as Ireland's leading university, and St James's Hospital as Ireland's largest acute academic teaching hospital, means that the two institutions are uniquely placed to drive the establishment of Ireland's first AHSC.

The strategic shift reflects international experience demonstrating that the integration of education, research, innovation and clinical service delivery in an Academic Health Science Centre model significantly improves and enhances both patient care and research, contributes to innovation and the knowledge economy and improves staff retention and recruitment. The AHSC will take a national lead in driving solutions to health infrastructure and better health performance. A healthier Ireland needs to be built inclusively, with key partners in localities, across government including the Department of Health, the HSE, the private sector, and innovators.

Trinity College, Dublin

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The defining feature of an AHSC is the commitment of pursuing a tripartite mission of:

1. Achieving high standards of clinical care
2. Leading clinical and laboratory research and
3. Educating doctors and other health professionals.

A key objective is to improve clinical quality and health outcomes, informed by excellent research and education to leverage the value of integrating the tri-partite mission of service, education, research and innovation for the benefit of patients, the community and the knowledge economy.

Trinity St James's Cancer Institute (TSJCI)

the Trinity St James's Cancer Institute (TSJCI) is a joint initiative of St James's Hospital (SJH), Ireland's largest hospital, and Trinity College Dublin (TCD), Ireland's premier university in collaboration with our colleagues in St Luke's Radiation Oncology Network (SLRON). The TSJCI is formally constituted under a memorandum of understanding (MoU) between the institutions, agreed and signed by the CEO of St James's Hospital and the Provost of Trinity College Dublin in June 2021. In June 2025, TSJCI was accredited and designated as a Comprehensive Cancer Centre by the Organisation of European Cancer Institutes (OECI), the first in Ireland. Becoming a Comprehensive Cancer Centre requires a specialist level and scale of clinical cancer care, education provision, research capabilities and infrastructure that are recognised at an international level.

Such a centre integrates innovative and ground-breaking cancer science with patient-focused clinical care. The Trinity St James's Cancer Institute is uniquely and strongly placed to provide this level of cancer care for Ireland. Today, The Trinity St James Cancer Institute is a centre of excellence for the delivery of cancer care accommodating the largest medical oncology programme and is recognised internationally as a leading research centre for cancer. The TSJCI is located on the St James's Healthcare campus.

Key stats for the Trinity St James's Cancer Institute*

- 43% of national workload for lung cancer surgery
- 32% of national workload for upper GI cancer, 65% of national workload for oesophageal cancer surgery
- 45% of national workload for head and neck cancer surgery (excludes thyroid surgery)
- 21% of national workload for gynaecology cancer surgery
- Comprehensive haematology oncology programme including CAR-T cell therapy

**Reflects NCRI activity for 2019*

The Wellcome HRB Clinical Research Facility (CRF)

The Wellcome HRB Clinical Research Facility (CRF) is fully embedded in St James's Hospital and is central to the clinical research activity taking place on campus. It contributes to an environment of top quality patient care as research active hospitals are associated with better patient outcomes¹.

Opened by An Taoiseach in May 2013, the CRF is a partnership between Trinity College Dublin and St James's Hospital. It was built and equipped with approximately €12.5M in funding from the [Wellcome Trust](#), a UK based research charity. The facility supports and conducts a wide range of studies from observational studies to complex clinical trials. It provides Irish patients with early access to novel and life changing therapeutics for costly to treat conditions like Haemophilia A and Spinal Muscular Atrophy¹. It also supports early stage evaluation of point of care manufacture of CAR-T and other cell therapies for the treatment of cancer. The facility supports Medtech and Biotech start-up and campus spin-out companies including: [Neuromod](#), [Selio Medical](#), [ProVerum](#) and [aCGT Vector](#)

Currently the CRF employs approximately 20 staff. This highly specialised team work under a rigorous quality system that meets international standards (ICH-GCP) and has successfully completed Health Product Regulatory Authority Inspections.¹ **10,600 subjects have enrolled in studies and clinical trials with 23,800 subject visits have been facilitated in the CRF since 2013¹.**

Trinity Translational Medicine Institute

The Trinity Translational Medicine Institute is located within the St James's Hospital campus in Dublin. The Trinity College Dublin (TCD) Schools of Medicine, Pharmacy & Pharmaceutical Science and Chemistry established the Trinity Translational Medicine Institute (TTMI) to create a substantive Institute with over 40 Principal Investigators (PI's) and 150 scientists. TTMI focuses on research in translational medicine for Trinity College Dublin and associated Trinity Health Ireland (THI) encompassing St James's Hospital and Tallaght Hospital.

Translational medicine is the prevailing paradigm, stemming from evidence-based medicine with the integration of basic and clinical research to advance human health. As an exclusively health sciences-focused educational and research institution, embedded within the acute hospital setting, TTMI is uniquely placed to develop and enhance translational research for the benefit of patients and to improve the health of the community. TTMI's thematic research priorities reflect the wide diversity of healthcare facilities and needs, locally and nationally.

At TTMI, we recognise that excellence in research is critical to our underpinning philosophy of the acquisition of knowledge to enhance human wellbeing and realise human benefit. The quality of our research in turn enhances our credibility in education and outreach. TTMI's strategy of improving human health through translational research is predicated on clinical, laboratory-based and health service research informed by real world clinical bedside problems, and societal and global health challenges.

Our targeted research portfolio is designed to develop improved diagnostics, therapeutics and devices. Our patient centered research tackles important healthcare delivery issues; informs policy and clinical practice, disseminates impactful research, and enhances the quality of education of healthcare professionals.

ST JAMES'S TRINITY ACADEMIC HEALTH SCIENCE CAMPUS ANNUAL OVERVIEW*



ED PRESENTATIONS

60,027



ED ADMISSIONS

15,931



OUTPATIENT
ATTENDANCES

253,382



INPATIENT/DAYCASE
ADMISSIONS

90,211



STAFF

5,652



NET EXPENDITURE

€670.1M



INPATIENT BEDS

1,033

ACADEMIC PARTNERS

OSPIDÉAL SAN SEÁMAS
ST JAMES'S HOSPITAL



Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

WE ARE LEADERS...

NATIONAL

- TSJCI designated cancer center (Trinity St James's Cancer Institute)
- Mercer's Institute for Successful Ageing (MISA)
- National Burns Unit
- National Centre for Adult Bone Marrow Transplantation
- Early Mucosal Neoplasia & OG Cancer
- National Coagulation Centre
- National Maxillofacial Unit
- TB reference laboratory
- MRSA reference laboratory
- Narcolepsy service
- Epidermolysis bullosa service
- Mohs surgery

SUPRA-REGIONAL

- Cardiology
- Medicine / Infectious Diseases
- Vascular surgery
- Immunology

IN FUTURE OUR CAMPUS WILL HOUSE

- New National Children's Hospital
- Coombe Hospital

REGIONAL AND LOCAL

- Cardiology
- Respiratory
- Endocrinology
- ENT – head and neck
- Genito Urinary Medicine
- Rheumatology
- Thoracic surgery
- Emergency Medicine
- Orthopaedics (trauma)
- Dermatology
- Neurology
- Nephrology
- General medicine
- General surgery
- Urology
- Ophthalmology
- Psychiatry

OUR 60-ACRE CAMPUS HOUSES

- Trinity College Dublin Health Sciences Centre
- Trinity College Dublin Translational Medicine Institute
- Wellcome Trust /HRB Clinical Research Centre
- Irish Blood Transfusion Service (IBTS)
- St Luke's Radiation Oncology Centre
- Centre for Advanced Medical Imaging
- Emergency Medicine
- National Medicines Information Centre
- Jonathan Swift Clinic
- St James's Private Clinic

*2024 data

DIRECTORATE AND DEPARTMENTAL PROFILE

Surgical Directorate (SACC)

St James's Hospital has a clinical directorate structure, which supports the fully integrated multi-disciplinary working environment through which all care is provided. The SACC (Surgery, Anaesthesia and Critical Care) Directorate includes all of surgery, anaesthesia, and intensive care, as well as the operating room environment. The Surgery, Anaesthesia and Critical Care Directorate provides a wide range of surgical services at a local, regional and national level.

The directorate focuses on the surgical patient pathway from outpatient attendance through to discharge. Our core principles are based on the delivery of a safe, personal, clinically effective and high quality service to all patients.

Upper Gastrointestinal Surgery

St James's Hospital is the National Centre for (i) Oesophageal and Gastric Cancer, and (ii) Early Upper Gastrointestinal Mucosal Neoplasia, both designated by the National Cancer Control Programme (NCCP). It is one of four Centres in Ireland that delivers oncological surgery for cancer of the oesophagus, oesophago-gastric junction, and stomach. Professor John Reynolds is the national programme Lead. The surgical team operates a "team-based care" model as envisaged by The Health Strategy; Quality and Fairness and the 2008 consultant contract. The new appointee would be encouraged to continue to contribute to team-based care.

The Centre treats approximately 400 new oesophageal and gastric cancer patients annually, with approximately 100-120 cases per year requiring complex major cancer surgery. The current composition is 3 FTE clinical surgeons – Professor Narayanasamy Ravi, Ms Claire Donohoe and Ms Jessie Elliott, with Professor John Reynolds serving in an Emeritus Professorship role. The team deliver the full spectrum of robotic, laparoscopic and open surgery for oesophagogastric cancer as well as complex reconstruction and combined cases with Head & Neck Surgery. The programme has a well-developed multidisciplinary team (MDT) structure with weekly meetings. Expert subspecialist gastroenterology (Professor Dermot O'Toole, Dr Finbar MacCarthy, Dr David Prichard) provides rapid access diagnostics, endoscopic ultrasound (EUS), and a combined programme with surgery exists of endoscopic mucosal resection (EMR) and radiofrequency ablation (RFA) for high-risk Barrett's oesophagus and early invasive neoplasia within the National Centre for Early Mucosal Neoplasia. There is also a high volume of therapeutic interventional work included endoscopic dilatations, stents and endoluminal vacuum therapy. Diagnostic imaging includes PET-CT and MRI, with specialist expertise in cross sectional and interventional radiology. Expert sub-specialist pathology is led by three consultant gastrointestinal pathologists (Dr Ciara Ryan, Dr Cian Muldoon, Dr Marguerite Carter). Radiation Oncology is provided on site and at St Luke's Hospital, Rathgar, by two specialist consultant radiation oncologists (Dr Moya Cunningham, Dr Emma Connolly), with medical oncology service provided by Professor Maeve Lowery, Dr Emily Harrold and Dr David Gallagher. The programme includes two nurse specialist co-ordinators, an advanced nurse practitioner in cancer surveillance and survivorship, and has a dedicated data manager each for cancer and for pre-malignant disease. Gastrointestinal physiology is provided through an accredited laboratory which is led by the surgical group and is within the SACC Directorate, The Endoscopy department within the GEMS directorate is the largest endoscopy facility in the country, with dedicated screening rooms.

The Upper Gastrointestinal Programme at St James's Hospital and Trinity College Dublin is developed on an academic model within the Academic Medical Centre identity of the Hospital, and within the designated Comprehensive Cancer Centre identity accredited by the Organisation of European Cancer Institutes (OECI). The clinical work links to translational research in the Trinity Translational Medicine Institute (TTMI), clinical research in the Health Research Board / Wellcome Foundation Clinical Research Facility (CRF), and clinical trials. Within the TTMI the oesophagogastric research programme is supported by six senior translational scientists, with routine biobanking protocols for tumour and liquid biopsy samples in place. The Centre previously led the international NeoAEGIS randomised clinical trial in oesophageal adenocarcinoma, and currently leads the international multicentre SARONG-II clinical trial in upper gastrointestinal cancer surveillance. In addition, clinical and translational research in Barrett's oesophagus, sponsored by the Oesophageal Cancer Fund, is a major theme in a combined Gastroenterology/Oesophageal surgery programme which is funded through a variety of grant bodies and charities.

JOB SPECIFICATIONS



KEY DUTIES AND RESPONSIBILITIES

The appointee will have administrative duties as may be delegated by the Head of Department, or the Clinical Director. The appointee may be required to take on the role of Head of Department.

In line with the HSE letter of approval for this post, the appointee will in conjunction with the other Consultants in Surgery share in the duties and responsibilities to ensure clinical management and direction of the patients attending the service.

Principal duties include:

- Responsibility for the safe and efficient assessment, diagnosis and treatment of patients attending the Surgery Service at St. James's Hospital, in particular the defined National Centre workload of oesophageal and gastric cancer, and early mucosal neoplasia in particular relating to Barrett's oesophagus
- Responsibility for leadership in emergency upper gastrointestinal surgery, including perforated oesophagus, massive upper gastrointestinal bleeding and other emergencies for which the Centre receives supra-regional transfers
- Effective liaison with other specialty consultants in relation to patient referrals, consults and surgeries
- Participation in clinical risk management to ensure patient safety
- Supervision and training of Non-Consultant Hospital Doctors, and allocation of duties to them
- Undergraduate teaching and assessment
- Supervision and education of nursing, paramedical staff and students as required
- Liaison with local and national services, including the provision of pre-hospital medical support where appropriate
- Communication and liaison with all medical, management and service departments in the Hospital and also General Practitioners, with particular regard to referrals and discharges
- Compliance with departmental clinical guidelines, leave policies and procedures
- Attendance at meetings, e.g. Medical Board and its sub-groups, major incident planning, directorate meetings and other professional and administrative groups as required.
- Participation in the General Surgery on call rota.
- The weekly Upper Gastrointestinal Programme for surgery is as follows:
 - Monday: All day theatres (main theatre and day surgery)
 - Tuesday: All day endoscopy. All day main theatre. Alternating weeks Barrett's clinic (AM).
 - Wednesday: Weekly endoscopy (PM), OPD clinic alternating weeks (AM), RFA/EMR alternating weeks (AM), day surgery alternating weeks (PM).
 - Thursday: MDT followed by Cancer Clinic (AM), day surgery (half day)
 - Friday: All day theatres (main theatre)
- Robotic theatre access approximately 6 days per month

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.



SKILLS AND KNOWLEDGE

Education

- Maintain and develop professional expertise and knowledge by actively engaging in continuing professional development in line with professional competency requirements and in accordance with the requirements of the Medical Practitioners Act, 2007
- Maintain registration on the Register of Medical Specialists of the Medical Council of Ireland
- Participate in mandatory and recommended training / education programmes in accordance with organisational / professional requirements

Teaching

The appointee will:

- Contribute to the training of doctor trainees (SHOs and SpRs) on both hospital sites
- Participate in teaching, including undergraduate/postgraduate teaching, as part of the Department of Clinical Surgery/ School of Medicine, Trinity College, Dublin and in addition partake in teaching and education requirements for clinical and other allied health care staff

Research

The appointee would be expected to have a relevant background in research, in particular cancer. A higher degree is desirable.

The successful candidate will, be encouraged to develop their research and academic interests as follows:

- Support departmental clinical trials and translational research programmes
- Seek collaboration with other institutions in relevant research areas
- Develop and collaborate on research as appropriate to the specialty on a local, regional and national basis
- Plan, develop and maintain responsibility for clinical audit programmes within the Service in conjunction with consultant colleagues and in accordance with the Hospital's clinical governance structure

Audit

The Department of Surgery is focussed on providing a quality service and has an active quality Programme. The appointee will:

- Participate in clinical Audit programmes
- Assist in the collation of all data/information required in accordance with regulatory, statutory and corporate policies and procedures

Management & Administration

- The appointee will work within the Hospital's governance and Clinical Directorate structure and participate in service planning for development of clinical services
- The appointee will 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 appointee will 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

The appointee will demonstrate appropriate levels of professionalism in all aspects of work and behaviour



REPORTING TO:

Reports and is accountable to the relevant Executive Medical Director, Clinical Director and Departmental Leads.



INFORMAL QUERIES TO:

Ms. Jessie A Elliott, Clinical Senior Lecturer and Consultant General Surgeon s.i. Upper Gastrointestinal Surgery
Email: jelliott@stjames.ie

PERSON SPECIFICATION



QUALIFICATIONS

Essential:

(a) 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 General Surgery and hold a Certificate of Satisfactory Completion of Specialist Training (CSCST) in a recognised training scheme (or equivalent).

and

(b) the possession of the FRCSI or a qualification equivalent

Desirable:

Two years in postgraduate training and experience in oesophageal and gastric surgery

Note: Applicants who have completed specialist training but who are not registered as a Specialist in the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council of Ireland may participate, provided they have applied to the Medical Council for registration before the closing date of the competition, or are registered within 90 days of the date of interview. 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. 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 General Surgery. 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.

In the event that we receive a large number of applications and while you may meet the eligibility requirements of the competition, it may be decided at shortlisting to reduce the numbers being invited to interview. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. Therefore, it is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Taking up Appointment

The successful candidate will be required to take up duty no later than three months of being interviewed.



PARTICULARS OF OFFICE

Tenure:	Whole-time, temporary, and pensionable
Annual Salary:	Public Only Consultant Contract 2023 (POCC23) €233,527.00- €280,513.00 per annum pro rata (in line with Consolidated Salary Scales)
Probationary Period:	<p>Permanent appointment to this post is dependent upon the Employee satisfactorily completing a probationary period of 6 months. The probationary period may be extended at the discretion of the Employer for a further period of up to 6 months.</p> <p>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.</p> <p>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.</p>
Pension Scheme:	The candidate will be entered into one of the Hospital Superannuation Schemes dependant on your previous HSE service.
Working Hours:	The Consultant is contracted to undertake such duties / provide such services as are set out in this Contract 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.
Private Practice	You may not engage in private practice on-site in accordance with the Contract Type.
Clinical Indemnity Scheme	Please refer to the Public Only Consultant Contract 2023 for further details. This post is indemnified by the Clinical Indemnity Scheme. Please refer to the Public Only Consultant Contract 2023 for further details.
Disciplinary & Grievance Procedures	Please refer to the Public Only Consultant Contract 2023 for further details.



APPLICATION PROCESS

St. James's Hospital is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community

Applicants are encouraged to apply by registering on our electronic recruitment system and including CV and cover letter (combined in one document if possible). We kindly request that only direct applications be submitted, as CVs from affiliated agencies will not be considered.

Please note: All application forms / CV's (where applicable) must be completed and submitted in English. Your application for this position must be your own work and reflect your own experiences, competencies and skills. It is advised that you do not use AI to generate your CV.

Candidates will be required to attend in person before an interview board established by the St James's Hospital Board. The Hospital Board will not be responsible for any expenses a candidate may incur in attendance for interview. -

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



CLOSING DATE

11th January 2026



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.

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

Please note that in instances that a large number of applications and while you may meet the eligibility requirements of the competition, the Public Appointments Service may decide to employ shortlisting to reduce the numbers being invited to interview. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who, based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications and experience on the application form.

Canvassing is not permitted and will automatically mean disqualification.



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.

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.

Age

Age restriction shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

Proficiency in the English language

A level of proficiency in the English language, written and spoken, is a requirement of all roles within St James's Hospital. **Your proficiency in spoken English will be assessed during the interview process appropriate to the role available.** Nursing and other general staff will be required to self-assess their proficiency level in the Standard Application Form.

General conditions

- The Hospital Board will not be responsible for the loss or theft of personal belongings.
- Fire orders must be observed and staff must complete fire training every 2 years.
- All accidents within the department must be reported immediately.
- In accordance with the "Safety, Health and Welfare at Work Act 2005", all staff must comply with all safety regulations.
- St James's Hospital is a tobacco free Campus. The use of tobacco or electronic cigarettes is not permitted within the hospital buildings or on the grounds.

Confidentiality

In the course of your employment you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless acting on the instructions of an authorised officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition records must never be left in such a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health

A candidate for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Infection control and hygiene

It is the responsibility of all staff across the hospital to ensure that infection control and hygiene standards are adhered to and maintained 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.

Recruitment process

- Approval to hire (VAF process)
- Hiring Manager – role profile
- Advertising
- Application Process
- Shortlisting of Candidates will be based on information provided
- Interview Process
- All applicants who move to the 2nd stage of the Selection process (i.e. post interview) will be subject to Reference Checking X 2, Self-Declaration, Garda Clearance and Occupational Health Screening (Questionnaire)

St James's Hospital is an Equal Opportunities Employer.



USEFUL LINKS

St. James's Hospital	www.stjames.ie
Health Service Executive	www.hse.ie
Trinity College, Dublin	www.tcd.ie
National Doctors Training Programme (Consultant Division)	https://www.hse.ie/eng/staff/leadership-education-development/met/
Strategic Vision (St. James's Hospital)	Strategic Programme 2021 – 2025 St James's Hospital
Trinity St. James's Cancer Institute	https://www.stjames.ie/cancer/