



**Organization Profile and  
Job and Person Specification**

**Consultant Occupational Health Physician**

**St. James's Hospital- 35 hours**

**Reference ID: OCCHEALTH25**

**Permanent Appointment**



## ORGANIZATION 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 678 acute beds and ~200 non acute beds on campus with an expanding number of offsite rehab options.

Our 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, Emergency Medicine Department, National Medicines Information Centre, Johnathan Swift Clinic and St James's Private Clinic.

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

As a large tertiary referral centre St James's Hospital has a wide range of clinical specialties, sub-specialties and national services in the acute adult hospital system in Ireland\*. There are over 50,000 presentations to the emergency department every year in addition to elective and urgent care though surgical (including cardiothoracic and vascular as well as general, plastics, burns and orthopaedics), interventional cardiology and endoscopy services. SJH is one of five 24/7 primary PCI centres nationally, and has a stroke unit and a dialysis unit. There is a 9 bed CCU, and 36 critical care beds with plans for further expansion. It has the premier Bone Marrow transplant unit in the country, is the National Coagulation Centre, and boasts a large medical oncology programme. It is a centre of excellence for the delivery of cancer care.

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

### The development of an Academic Health Science Centre

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 integration of education, research, innovation and clinical service delivery in an Academic Health Science Centre model.

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.



### Mercer's Institute for Successful Ageing

The Mercer's Institute for Successful Ageing (MISA) at St James's Hospital is a state-of-the-art-facility for integrated clinical services and a hub for world-leading research in ageing. The Institute promotes coordinated patient-centred care, coupled with far-reaching educational and training programmes. Responding to the need for innovation in the delivery of services for Ireland's ageing population, the institute:

- provides early diagnostic and rapid access care clinics, along with inpatient acute assessment, rehabilitation, and continuing care units
- delivers innovative research and develops technologies with industry partners to advance healthy life-years
- serve as a local resource to the surrounding community, while offering Ireland a national centre for successful ageing.

### 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 outcomes<sup>1</sup>. The CRF is a partnership between Trinity College Dublin St James's Hospital and developed with funding from the [Wellcome Trust](#).

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 rare conditions, supports early stage evaluation of point of care manufacture of cell therapies for the treatment of cancer and supports Medtech and Biotech start-up companies. Currently the CRF employs approximately 20 highly specialised staff.

**10,600 subjects have enrolled in studies and clinical trials with 23,800 subject visits have been facilitated in the CRF since 2013<sup>1</sup>.**

### Trinity St James's Cancer Institute (TSJCI)

Trinity College Dublin and St James's Hospital have united to form the Trinity St James's Cancer Institute (TSJCI) . SJH is a OECl accredited and designated cancer centre, and aspires to become Ireland's first fully Comprehensive Cancer Care Centre to benefit cancer patients and their families across the nation and internationally.

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 will integrate 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 and is recognised internationally as a leading research centre for cancer.

### Smart D8

St James's Hospital is supporting the vision for community development through its involvement in the Smart D8 initiative and the formation of the Dublin 8 Innovation Corridor. Launched in March Smart D8 is a collaborative initiative with the purpose of investigating how new and innovative approaches can be used to improve citizens' health and wellbeing in Dublin 8. The initiative has engaged with the community and has partnered with organisations such as the Guinness Enterprise Centre, Health Innovation Hub Ireland, Dublin City Council, the HSE and St James's Hospital to develop local solutions to local problems.

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



ED PRESENTATIONS  
**52,837**



ED ADMISSIONS  
**14,334**



OUTPATIENT  
APPOINTMENTS  
**410,471**



INPATIENT/DAYCASE  
ADMISSIONS  
**81,499**



STAFF  
**5,503**



TURNOVER  
**€522M**



INPATIENT BEDS  
**1,026**

\*2022 data

## ACADEMIC PARTNERS



### 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
- 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

## **DIRECTORATE AND DEPARTMENTAL PROFILE**

### **Occupational Health Department**

Occupational Health is the promotion and maintenance of the highest degree of physical, mental and social wellbeing of all workers in the workplace. The Occupational Health Service provides high quality specialist advice to individual employees and hospital management on all matters relating to health and safety of employees.

# JOB SPECIFICATIONS



## KEY DUTIES AND RESPONSIBILITIES

### Clinical

- Maintaining and developing the best quality Occupational Health services in line with best evidence-based practice and legal requirements
- Undertaking and coordinating weekly Occupational Medicine clinics covering a wide range of complex Occupational Health and employee related issues
- Providing clear, concise and timely advice to business/operational managers, line managers, employees and the Human Resources Directorate
- Attending case conferences and providing guidance on trends and organisational risk factors
- Maintaining confidential and contemporaneous health records and reports in line with legislative and professional standards
- Providing advice to the organisation on medical assessment of new employees in line with the national HSE guidelines
- Advising on ethical matters in relation to Occupational Health and Safety and employment
- Attending and reporting to the relevant strategic and site-based meetings including the infection control committee and the health and safety group
- Promoting of good relationship and effective liaison between clients, managers, Human Resources, business partners, employee relations, health and safety, manual handling, infection control & other specialists and GPs.
- As part of a COVID response or of any other outbreak, temporary presence at weekends will be required.

### Teaching and Research

- Participating in teaching, including undergraduate and postgraduate teaching and conference commitments of the department and of the Hospital for medical, nursing and other staff.
- Maintaining a programme of continuing medical education applicable to the responsibilities of the post in accordance with the requirements of the Medical Practitioners Act, 2007
- Developing and collaborating clinical, laboratory or other research as appropriate to the specialty on a local, regional and national basis.

### Management & Administration

- To work within the framework of the hospital's service plan and/or levels of service (volume, types etc.) as determined by St James's Hospital. Service planning for individual clinical services will be progressed through the Clinical Directorate structure.
- 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 in terms of Occupational health of employees.
- 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.
- To collaborate with Hospital Management, Directors of Nursing, Medical and Surgical Staff of the hospital in all matters pertaining to the general efficiency of the hospital.

### Audit

- Planning, developing and maintaining responsibility for clinical audit programmes within the Occupational Health Department, in accordance with the Hospital's clinical governance structure.
- To facilitate production of all data/information required for same in accordance with regulatory, statutory and corporate policies and procedures.

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.



## SKILLS AND KNOWLEDGE

**Clinical Care:** To demonstrate the ability to provide a level of clinical care required by this post according to the standards and requirements set by statutory and regulatory bodies, e.g. RCSI, RCPI, Medical Council, etc.

**Communication:** To illustrate a high level of verbal and non-verbal skills in order to effectively communicate with and relate to patients and/or parents/family, colleagues, hospital staff and management.

**Administration & Management Skills:** To demonstrate a satisfactory level of proficiency to enable the appointee to manage his/her staff and service and to be able to interact with and participate in hospital management structures as required. Furthermore, the appointee should demonstrate the ability to lead, supervise and be responsible for the clinical work of his / her multi-professional team.

**Organisational Awareness:** Provide evidence of knowledge and understanding of the structure and governance of this and similar organisations.

**Continuing Education:** To demonstrate a proven record of undertaking C.M.E. and C.P.D.

**Audit:** Provide evidence of undertaking and initiating audit and quality projects. The appointee would be expected to have an interest in and prior experience in health services-related research, data management, and audit, which would be valuable in supporting the ongoing research and academic activity of the St James's Hospital Occupational Health Department



## REPORTING TO:

Reports and is accountable to the Director of Human Resources.



## INFORMAL QUERIES TO :

Dr. Noirin Noonan, Consultant Occupational Health Physician. Email: [nnoonan@stjames.ie](mailto:nnoonan@stjames.ie)

## PERSON SPECIFICATION



### QUALIFICATIONS

**Essential:**

Registration as a Specialist in Occupational Medicine on the Specialist Division of the Register of Medical Practitioners maintained by the Medical Council in Ireland. Sufficient experience working within a busy, public, healthcare Occupational Health Department.

In the event of receipt of a large number of applications, meeting the competition's eligibility requirements alone may not guarantee shortlisting. An expert board will examine the application forms against pre-determined criteria based on the position's requirements. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, but 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 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 six months after being interviewed.



## PARTICULARS OF OFFICE

<b>Tenure</b>	Whole-time, Permanent, and Pensionable
<b>Annual Salary:</b>	€195,583 per annum
<b>Probationary Period:</b>	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.
<b>Pension Scheme:</b>	The candidate will be entered into one of the Hospital Superannuation Schemes dependent on your previous HSE service.
<b>Working Hours:</b>	The Consultant is contracted to undertake such duties / provide such services as are set out in this Contract in the manner specified for 35 hours per week.
<b>Annual, Conference, Course leave:</b>	<p>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.</p> <p>The Consultant's annual leave entitlement is 30 working days per annum and as determined by the Organisation of Working Time Act 1997.</p>
<b>Sick leave:</b>	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.
<b>Clinical Indemnity Scheme</b>	This post is indemnified by the Clinical Indemnity Scheme.
<b>Disciplinary &amp; Grievance Procedures</b>	As per the hospitals Disciplinary & Grievance policies.



## 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

In order to apply for this post, the candidate must create an account on our electronic recruitment system and complete their profile. The candidate will then attach your cover letter with Curriculum Vitae (combined into one document if possible).

Further information on the recruitment process should be directed towards:

**Mr. James Hennessy**

Deputy Head of Medical Workforce Unit  
St. James's Hospital  
Dublin 8  
Phone: 01-4284764

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

**13/04/2025**



## 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 voice mails and emails. We recommend that you use an email address that you have regular access to.

Please note that in some instances a large number of applications may be received, and while you may meet the eligibility requirements of the competition, the appointments advisory committee may decide to employ shortlisting to reduce the numbers being invited to interview. An expert committee 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.

### 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. James's Hospital 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.

### 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.

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 via Adverse Incident Reports (AIR's).
- All staff are advised to avail of Hepatitis B Vaccination with Occupational health
- St. James's Hospital Hospital buildings and campus are smoke-free.



## USEFUL LINKS

St. James's Hospital	<a href="http://www.stjames.ie">www.stjames.ie</a>
Health Service Executive	<a href="http://www.hse.ie">www.hse.ie</a>
Trinity College, Dublin	<a href="http://www.tcd.ie">www.tcd.ie</a>
National Doctors Training Programme (Consultant Division)	<a href="https://www.hse.ie/eng/staff/leadership-education-development/met/">https://www.hse.ie/eng/staff/leadership-education-development/met/</a>
Strategic Vision (St. James's Hospital)	<a href="#">Strategic Programme 2021 – 2025   St James's Hospital</a>

