



Appointment to Ethics Committee of the Medical Council

Expressions of Interest sought



Comhairle na nDochtúirí Leighis
Medical Council

Membership of the Ethics Committee of the Medical Council

The [Medical Council](#) (“the Council”) is the regulatory body for doctors. It has a statutory role in protecting the public by promoting the highest professional standards among doctors practising in the Republic of Ireland. The objective of the Council is to ensure high standards of education, training and practice among doctors and it acts in the public interest at all times.

1. Background

The Council’s statutory functions are set out in the [Medical Practitioners Act 2007 as amended](#) and it has a majority of non-medical members. The 25 member Council consists of 13 nonmedical members and 12 medical members. It has a staff of approximately 80 personnel.

The Council maintains the Register of Medical Practitioners – the Register of all doctors who are legally permitted to carry out medical work in Ireland.

It sets the standards for medical education and training in Ireland at undergraduate, intern and postgraduate levels. It oversees lifelong learning and skills development throughout doctors’ professional careers through its professional competence requirements. It is charged with promoting good medical practice.

The Council is also the body to which a complaint may be made against a doctor. It responds to concerns and takes action to protect the public, where necessary.

There are over 22,000 doctors registered with the Council. It is funded by the annual payment of fees by registered doctors – the Council receives no State funds.

2. Committees

To support the Council in delivering its significant role and remit, Council have put in place a governance structure, supported by committees, focusing on particular strands of the Council’s work. The Council benefits from the assistance and experience of many external Committee members, who assist the Council in delivering its significant workload. There are also several further Working Groups which report to and assist the Committees.

Ethics Committee

The Council has recently established an Ethics Committee and is seeking expressions of interest from **Patient Representatives and Registered Medical Practitioners**.

Purpose of the Ethics Committee

1. To specify standards of Ethics & Professionalism for registered medical practitioners, including the organisation, publication, maintenance and review of appropriate guidance on all matters related to professional conduct and ethics for registered medical practitioners.

2. To review and produce updates to the “Guide to Professional Conduct and Ethics for Registered Medical Practitioners” as required during the five-year term of office.

Information on the role of Council Members can be found in the Council’s Corporate Governance Framework (link below). Additional information is also linked below.

- **Corporate Governance Framework**

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Corporate-Governance-Framework-.pdf>

- **Code of Conduct**

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Code-of-Conduct-Final-August-2018.pdf>

- **Medical Council's Annual Report 2017**

<https://www.medicalcouncil.ie/News-and-Publications/Reports/Annual-Report-2017.pdf>

- **Council Membership**

Details of the current membership of the Council can be viewed here.

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Council-Members-2018-2023/Council-Members-2018-2023.html>

3. Time Commitment

Meetings of the Ethics Committee will be held every six weeks. Additional meetings may be called by the Chair of the Committee at any time to consider any matters falling within these Terms of Reference. The Committee operates on authority from the Council and is approved to remain in existence until the end of the Council term, subject to annual appraisal.

Annually, the Committee shall review and report to Council on its own performance and Terms of Reference to ensure it is operating at maximum effectiveness. Council may make recommendations regarding any changes it considers necessary, including the consideration of the necessity for its existence.

Committee members will be required to devote as much time to the duties of the Ethics Committee as necessary for the proper and efficient discharge of their duties. This will include significant time to prepare for Committee meetings, to frequently include reading voluminous material in advance of Committee meetings, and to attend and prepare for other activities, such as, stakeholder meetings, events and ad hoc meetings as required. By applying for the position it is assumed that the applicant can meet this time commitment.

4. Person Specification

The Council invites applications from Patient Representatives and Registered Medical Practitioners who demonstrate the required knowledge and experience to fill vacancies on the Ethics Committees.

Requirements

- A relevant qualification (if applicable),
- Knowledge of the legal and regulatory environment which would be applicable to the Council

- An understanding of the environment that the Council operates in, and its relationships with key stakeholders
- Knowledge of the Irish Health System, regulatory environs and higher education system
- Knowledge/experience of corporate governance
- Previous committee experience

Desirable Key skills and experience include:

- Understanding of the Code of Practice for the Governance of State Bodies 2016
- Understanding of control environments and audit processes
- Understanding of the health and regulatory environments.
- Competencies, knowledge and experience relevant to the nature of the Committee membership sought
- Understanding of Medical Ethics
- Understanding of Ethics in Law

Due consideration will be given to Government policy on gender balance on committees

5. Remuneration

Remuneration is set at €300 per day attended. (In line with the 'One Person One Salary' (OPOS) principle, a public servant will not be entitled to receive remuneration in the form of fees). Committee members may choose to waive their fees. Reasonable travel and subsistence, where approved in advance with the Committee secretary, is payable at appropriate civil service rates.

6. Terms of Appointment

The Term of Office for the new committee will commence by year end 2019, terminating not later than 30th May 2023. Members of the Council hold office for a term not exceeding 5 years, from the date of his\her appointment. No person may hold office as a member of a committee for more than two consecutive terms.

The successful candidates may be appointed for a second term, duration not exceeding 5 years, subject to the skills requirement of any given Committee:

- The membership of any member of the Committee may be terminated by the Chair of the committee at any time, on the basis of reasons to be stated by the Chair.
- A member of the committee may resign his or her membership of the committee by notice in writing sent or given to the Chair of the committee, and the resignation shall take effect on the day on which the Chair receives the notice.
- A committee member shall cease to be a member of the committee if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority.

7. Assessment Process

An Assessment Panel (the "Panel") will be convened to consider and assess the applications received. The Panel will:

- review and discuss the expressions of interest received against the specific experience and skills matrix most beneficial to the Ethics Committee;

- assess potential candidates further once they meet the appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting/conference call; and/or
 - Any other selection or verification method deemed appropriate (this may include the Medical Council requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Strategy and Governance committee, reporting to the Medical Council.

Please note that the Council will not be responsible for any expenses incurred by candidates as part of our selection process.

8. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014 and the Data Protection Act 2018, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records or for general statistical purposes.

9. Data Protection Acts 1988 & 2003

Should your name be forwarded to a Selection Panel for consideration, please note that your cover letter and curriculum vitae will be forwarded to the Medical Council finance department in the relevant department and may be retained for a period thereafter.

For further information on Data Protection please follow the link:
<https://www.medicalcouncil.ie/FOI-Data-Protection/>

10. Submitting your expression of interest

Having considered the general suitability criteria for membership of the Ethics Committee, you should consider carefully how your background and experience fits with the specific functions of the Ethics Committee.

Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter.

Please ensure that you state the reasons for your suitability for appointment to the Ethics Committee. The Assessment Panel may decide, based on the perceived level of conflict or any other relevant aspect, not to forward your name for consideration. Full discretion for appointment to any committee rests with the Assessment Panel and/or the Council.

Your submission should be made by email to Committees@mcirl.ie containing a cover letter and your **Curriculum Vitae**, no later than 3pm on **Wednesday 6th November 2019**.

Further information is available on the Council website, at the following link

www.medicalcouncil.ie . If you have any queries, please contact the governance team in the Council by email on committees@medicalcouncil.ie .

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www.medicalcouncil.ie



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