

## **Appointments to the Board of the Dublin Dental Hospital**

### **Information Note**

In accordance with the Government's recent decision to widen the opportunity for board membership of State Bodies, the Minister for Health, Leo Varadkar TD, invites expressions of interest from suitably qualified and experienced persons interested in being appointed to fill vacancies for a Chairperson and board members which will arise on the Board of the Dublin Dental Hospital on 31 December 2014.

### **BACKGROUND**

The Dublin Dental Hospital was originally a voluntary institution. It was replaced by Statutory Board appointed by the Minister of Health through the Health (Corporate Bodies) Act 1961 and the Dublin Dental Hospital (Establishment) Order 1963 (SI No 129 of 1963).

SI No 129 of 1963 has been amended by the following SI's:

SI No 260 of 1964

— Dublin Dental Hospital (Establishment) Order, 1963, (Amendment) Order, 1964.

SI No 3 of 1966

— Dublin Dental Hospital (Establishment) Order, 1963 (Amendment) Order, 1966

SI No 23 of 1971

— Dublin Dental Hospital (Establishment) Order, 1963 (Amendment) Order, 1971.

SI No 88 of 1975

— Dublin Dental Hospital (Establishment) Order, 1963 (Amendment) Order, 1975.

SI No 245 of 1985

— Dublin Dental Hospital (Establishment) Order, 1963 (Amendment) Order, 1985.

SI No 370 of 1988

— Dublin Dental Hospital (Establishment) Order, 1963 (Amendment) Order, 1980.

and by the Health (Miscellaneous Provisions) Act 2007 (No. 42 of 2007)

In 1977, the dental schools of University College Dublin and the Royal College of Surgeons were amalgamated with that of the University of Dublin, Trinity College ("TCD") to provide a single centre of excellence for dental education in Ireland

The three core activities of the Dublin Dental Hospital are education, clinical dental services and research as set out in Article 4 of SI No 129 of 1963 (as amended). The Dublin Dental Hospital is governed by a Board, appointed by the Minister for Health. The Dublin Dental Hospital has a unique, and very important, relationship with TCD with which it co-operates in the education and training of students. TCD remains formally accountable for the quality, content and assessment of curricula and the awarding of degrees. The interests of TCD are represented on the Board.

Current expenditure funding is determined historically and in 2014 is over €21.9million. In all, a dental team of approximately 207 staff work in the institution.

Further details from: <http://www.dentalhospital.ie>

### **Vision**

“To be the dental institution of choice for education, patient care, research and staff and to continually enhance and develop our unique services to patients, students and society.”

### **Mission Statement**

“The Dublin Dental Hospital is a centre of excellence in patient care, education and research, which enhances the learning experience of our students and the delivery of care to patients in an integrated and balanced way. This is achieved in a safe environment by the effective use of the available resources and in response to the needs of the community through governance, partnership, investment in our staff, valuing diversity and the integration of technology.”

### **Education**

The Dublin Dental Hospital provides undergraduate, postgraduate dental education and training, and continuing professional development programmes as follows:

#### Undergraduate programmes

- Dental Science (B.Dent.Sc.)
- Dental Technology (B.Dent.Tech.)
- Dental Hygiene Diploma
- Dental Nursing Diploma
- Dental Radiography (Certificate)

#### Postgraduate programmes

- Professional Doctorate in Dental Surgery (D.Ch.Dent.)
- Master in Dental Science (M.Dent.Sc.)
- Doctorate research programmes (Ph.D.)

#### Continuing professional development

- Clinical Dentistry (P.Grad.Dip.)
- Conscious Sedation in Dentistry (P.Grad.Dip.)
- Clinical Dental Technology (P.Grad.Dip)
- Other courses for general dental practitioners, dental hygienists, and dental nurses

### **Clinical Services**

The Dublin Dental Hospital provides a combination of primary, secondary and tertiary dental care to patients. It also provides services to the HSE, St Vincent's University Hospital, St. James's Hospital, the Mater Hospital, St. Columcille's Hospital, and the Children's Hospitals at both Crumlin and Tallaght, and to the Irish Prison Services, the Coroner's Office and other agencies.

### ***Primary Dental Care***

The term 'primary dental care' refers to the work undertaken by dentists and other dental care professionals (hygienists and nurses) both in general practice and in community services. Primary dental care encompasses the main dental care and treatment needed to maintain good oral health. In the Dublin Dental Hospital it is primarily undertaken in supervised undergraduate clinics in order to achieve the range of competences/ experience required for clinical practice.

### ***Secondary Dental Care***

The term 'secondary dental care' refers to more specialised services provided in hospitals or in some specialist dental practices. Clinics operated by the Dublin Dental Hospital cover:

- Oral Maxillofacial Surgery
- Oral Pathology
- Oral Medicine
- Paediatric Dentistry
- Special Care Dentistry
- Orthodontics
- Endodontics
- Periodontics
- Prosthodontics
- Restorative Dentistry

Combined Primary and Secondary Dental Care

- Accident and Emergency Services
- Irish Prison Services

### ***Tertiary Dental Care***

Specialised consultative care is usually on referral from primary or secondary dental care personnel, by consultants working in a centre that has the expertise and the facilities to carry out special investigation and treatment. Referrals also come from primary, secondary and tertiary medical care providers (general dental practitioners, general medical practitioners and consultants). Clinics operated by the Dublin Dental Hospital cover:

- Dysplasia
- Complex Oral Medicine
- Multi Disciplinary Teams (St James's Hospital)
- Maxillo-Facial Surgery & Prosthodontics
- Restorative Oncology
- Dental Radiation Oncology
- Forensic Odontology
- Orthognathic

- Special Care
- Joint Restorative and Oral Surgery with Sedation
- Medically Compromised
- Trauma
- Special Dental Needs
- Joint Orthodontic- Restorative
- Sleep Apnoea
- Implant
- Paediatric – medical

## **Research**

The Dublin Dental Hospital is strongly committed to improving health, in particular oral health in Ireland through research by furthering the knowledge and understanding of dentistry and oral biology. This research is recognised internationally and staff are active in the international research arena by publishing in high impact journals, presenting and chairing at international conferences and by membership of editorial boards of scientific journals, with 181 papers published in peer-reviewed journals during 2011-2013.

Clinical and Translational Dentistry and Basic and Applied Oral Biosciences are the main research programmes.

Clinical and Translational Dentistry include:

- Periodontology, Implantology and Maxillofacial Surgery
- Quality of Life Outcomes
- Special Care Dentistry
- Oral Cancer and Mucosal Disease

Basic and Applied Oral Biosciences include:

- Cell biology of oral tissues
- Materials science
- Oral Microbiology including MRSA, Oral Mycology, Periodontal Microbiology
- Biofilm control in waterlines

## **DETAILS OF THE APPOINTMENTS**

The Dublin Dental Hospital is currently governed by a 14 member Board appointed by the Minister for Health (see SI No 129 of 1963 as amended) as follows:

Chairperson

3 nominees of University of Dublin, Trinity College

1 nominee of the Royal College of Surgeons in Ireland

- 2 proposed by the Irish Dental Association
- 2 proposed by the Minister of Education and Skills
- 4 nominees of the Minister of Health
- 1 proposed, following election, as a staff representative

Information on the current Board of the Dublin Dental Hospital (DDH) can be found on the DDH website [www.tcd.ie/dentalschool/boardmembers](http://www.tcd.ie/dentalschool/boardmembers)

Article 6(3) of SI No 129 of 1963 provides that the term of office for a member of the Board will be for a period not exceeding four years. The term of office of the current Board ends on 31 December 2014.

The role of the Board is to set strategy, monitor performance against it, engage in risk management and appoint and monitor the performance of key staff. The Board delegates responsibility for day to day operations to the CEO, who works with the Executive Team, (consisting of the CEO, Dean and Clinical Director), to deploy the resources of the Dublin Dental Hospital in the achievement of its strategic objectives. All members of the Executive Team are invited to attend all Board meetings.

The Board meets six times annually and may hold such other meetings as are necessary for the performance of its functions. In addition, non executive Board members will be required to sit on Committees of the Board (currently there are two committees namely; the Audit Committee and the Performance and Succession Committee).

### **Fees and expenses**

Article 15(1) of SI No. 129 of 1963 provides that Board members are not entitled to remuneration, however, they may claim travel and subsistence allowances in accordance with approved public sector rates laid down by the Minister for Public Expenditure and Reform. The Chairperson is paid by the Board a remuneration (if any) as determined by the Minister for Health with the consent of the Minister for Finance.

Board members are required to devote as much time to duties on the Board as is necessary for the proper and efficient discharge of their duties, and to comply with the relevant provisions of the Code of Practice for the Governance of State Bodies – which is available on the website of the Department of Finance (CoP State Bodies 2009).

### **Board Member Expertise**

Persons who meet the following criteria are being sought for the new Board

1. Holds a qualification/has experience in one or more of the areas of
  - (i) Financial / Auditing
  - (ii) Human Resources

- (iii) Information Technology
- (iv) Legal Skills
- (v) Managing a Business
- (vi) Public and Media Relations
- (vii) Risk Management and Quality
- (viii) Strategic and Business Planning

and

2. Has the expertise, interests or experience (or such combination of any of them) as would, in the opinion of the Minister, enable them to make a substantial contribution to the performance of the Board's functions.

3. The ideal person will additionally have:

- Knowledge of the Irish health system, higher education system and research.
- An understanding of the environment that the Dublin Dental Hospital operates in, the relationships with key stakeholders including the Department of Health, the Health Service Executive and the Department of Education and Skills.
- Knowledge of the institution. Understands the ethos, values, mission and strategy of the institution. Understands the complexity of the organisation's challenges.
- Knowledge of the legal and regulatory environment.
- Knowledge of corporate governance. Know the difference between governance and management. Understand the fiduciary role of Board members,

and will

- Have effective judgement. Consider diverse opinion and maintain own values and options despite opposition and influence;
- Be open-minded and independent thinking;
- Have effective communication skills;
- Be improvement focussed. Consider information and follow a logical sequence to make decisions;
- Have an orientation to negotiation and conflict resolution. Ensure that conflicts are resolved through negotiation.

## **Additional Information**

It should also be noted that Board members on appointment assume significant duties such as responsibility for the proper conduct of the organisation's affairs, to hold information obtained in their role as Board member confidential and to act in accordance with public policy and high standards of probity.

In order to qualify for appointment a person must not have any conflicts of interest likely to interfere with his/her ability to play a full part on the Board.

## **How to apply**

Anyone interested in being considered for appointment as a Board member should submit an application form via the following link [www.stateboards.ie](http://www.stateboards.ie) together with a detailed **Curriculum Vitae, Competency questionnaire and cover letter**.

In submitting expressions of interest, applicants should also set out clearly any actual or potential conflicts of interest that may arise should they be appointed to the Board.

If you are already registered on [www.publicjobs.ie](http://www.publicjobs.ie) you can log in using your username and password.

If you have not previously registered on [www.publicjobs.ie](http://www.publicjobs.ie) you will need to register your details.

You must go to "Choose a Job Category" on the left side of the screen.

Click on "Membership of a State Board" and then click "Apply for this job".

Step 1 - Complete the Online Application Form. Most of this will be pre-filled from your registration profile.

Step 2 - Attach (a) - (c) listed below.

- (a) Curriculum Vitae not exceeding 3 pages
- (b) The Competency Questionnaire (Available [here](#))
- (c) A short cover letter/personal statement outlining your suitability for a board member position

By submitting an expression of interest the applicant accepts that appointments are made in the exercise of a statutory discretion, that the Minister is not obliged to consider the expressions of interest offered, that he is not confined to recommending an appointment from amongst those who have expressed an interest and is not bound by any statement set out in the notice.

## **Applications will be accepted up to and including 25<sup>th</sup> September 2014**

Results will be posted on this website. We will treat all applications /expressions of interest confidentially and information will only be given to the appropriate personnel.

**Further information**

Further information on the Dublin Dental Hospital is available on its website at: [www.dentalhospital.ie](http://www.dentalhospital.ie)

Further Information on State Board vacancies is available on [www.stateboards.ie](http://www.stateboards.ie)