

Information Booklet

Department of Health

Vacancies on State Boards established under the Health and Social Care Professionals Act 2005

Appointment of Members to Statutory Boards

The Minister for Health invites expressions of interest from suitably qualified and experienced persons interested in being appointed to lay positions on a number of existing and proposed statutory boards being established under Health and Social Care Professionals Act 2005.

Qualified candidates will be placed on a panel and may be contacted by the Department and considered for appointment by the Minister to membership of these statutory boards as suitable lay vacancies arise.

In considering applications due regard will be given to Government policy on gender balance on State Boards.

In making appointments, the Minister is not restricted to those who have responded to this invitation.

Background Information

CORU is the umbrella term used to describe the Health and Social Care Professionals Council and the registration boards being established under the Health and Social Care Professionals Act 2005. The 12 designated professions are (a) Clinical Biochemists; (b) Dietitians; (c) Medical Scientists; (d) Occupational Therapists; (e) Orthoptists; (f) Physiotherapists; (g) Podiatrists; (h) Psychologists; (i) Radiographers; (j) Social Care Workers; (k) Social Workers; and (l) Speech and Language Therapists.

The following boards have already been established to date: (1) Social Workers Registration Board (2) Radiographers Registration Board (3) Dietitians Registration Board (4) Occupational Therapists Registration Board (5) Speech and Language Therapists Registration Board (6) Physiotherapists Registration Board. The Social Care Workers Registration Board is in the process of establishment and the next registration board which it is proposed to establish this year is that for Psychologists. A non-statutory Optical Registration Board providing for Optometrists and Dispensing Opticians has also been established on an interim basis pending the subsumation of the existing Opticians Board into the statutory board when established, expected to be in either late 2014 or early 2015.

Each registration board consists of 13 members with responsibility for registration and education functions. The 25 member Council oversees and co-ordinates the work of the registration boards to ensure consistency and effectiveness in CORU's regulatory regime.

The objects of the Council and registration boards are to protect the public by promoting high standards of professional conduct and professional education training and competence among registrants of the designated professions.

Membership of the Council

The composition of the lay positions on the Council is as follows:

Twelve members of whom

- one is to be representative of the management of the public health sector, the social care sector or both sectors
- one is to be representative of the management of a voluntary or private sector organisation concerned with health or social care
- one is to be representative of third level educational establishments in the State involved in the education and training of persons in the practice of the designated profession (this person is to be nominated by the Minister for Education and Skills)
- six to be representative of the interests of the general public.
- three who have such qualifications, interests and experience as, in the opinion of the Minister, would be of value to the Council in performing its functions

The Council shall do all things necessary and reasonable to further its object and shall exercise its powers and performs its functions in the public interest.

Main functions of the Council

- to oversee and co-ordinate the activities of the registration boards
- Provide administrative support and secretarial assistance to registration boards and their committees
- To receive applications and make decisions concerning applications that have been refused by the registration boards
- to enforce standards of practice for registrants of the designated professions, including the code of professional conduct and ethics adopted by their registration boards
- establish committees of inquiry into complaints against registrants
- make decisions and give directions relating to the imposition of disciplinary sanctions on registrants
- advise the Minister for Health, either on its own initiative or at the Minister's request, on all matters relating to the Council's functions in the Act
- encourage registration to collaborate with each other, where practicable, including in the professional education and training of registrants.
- issue guidelines for the purpose of dealing with transitional provisions for the registration of existing practitioners

The Council has collective responsibility to the public in the performance of its duties.

Membership of Registration Boards

The composition of the lay positions on the registration boards is as follows:

Seven members of whom

- one is to be representative of the management of the public health sector, the social care sector or both sectors
- one is to be representative of the management of a voluntary or private sector organisation concerned with health or social care
- one is to be representative of third level educational establishments in the State involved in the education and training of persons in the practice of the designated profession (this person is to be nominated by the Minister for Education and Skills)
- four to be are representative of the interests of the general public

Main functions of Registration Boards

- Establishing and maintaining a register of members of the designated profession
- Deciding on applications for registration and issuing certificates of registration
- Setting the standards of performance and the code of conduct and ethics expected of registrants
- Giving guidance to registrants concerning
 - -ethical conduct
 - -practice of the profession
 - -continuing professional development
- Monitoring the continuing suitability of programmes for the education & training of applicants for registration
- Approving new courses
- Approving qualifications
- Making recommendations with respect to sanctions in Fitness to Practise cases
- With the approval of the Council, conducting research into education & training relating to the practice of the profession
- Maintaining statistical records which must be available for research & planning
- Recognising qualifications gained outside the state in the boards function of Competent Authority

The registration board has collective responsibility to the public in the performance of its duties.

Term of Office

Members of the Council/Registration Board hold office for a term of up to 4 years from the date of his/her formal appointment. No person may hold office as a member of a these bodies for more than 2 consecutive terms.

One half of the members of the registration board when first constituted under the Act hold office for the term of two years from the date of their appointment. The members who are to hold office for a term of two years shall be drawn by lot.

Probity and Conflict of Interest

Council/Registration Board members on appointment assume significant duties such as responsibility for the proper conduct of the body's affairs, to hold confidential information obtained in the course of their role as Council/Registration Board member 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 Council/Registration Board. Confidentiality is a key element to the work of a Council/Registration Board member.

Role Description and Person Specification

The variety of issues to be dealt with will require Council/Registration Board members that can add value through knowledge, experience or expertise gained in their current or previous roles. This will involve the ability to balance a strategic view of key decisions with a specialist or expert perspective, while being committed to the principle of collective decision making that underpins the Council/Registration Board's role. It will also require understanding and experience of what it takes to develop a well-run, responsive and high performing public sector organisation. Having some appreciation of the environment in which the Council/Registration Board operates and being patient/service user focused is desirable.

Skills

In order to carry out the functions of members of the Council/Registration Board it is necessary that members should have skills or expertise in **some or all** of the following areas:

- A knowledge and/or experience of the Irish health and social care system, including an awareness of emerging developments in health and social care research and practice
- An understanding of the issues involved in delivering health and social services
- An understanding of educational approval and monitoring requirements in health and social care education
- A knowledge and appreciation of good corporate governance practice
- Experience of strategic management and managing organisational change
- Experience of chairing a group, and working effectively as part of a committee to reach sound solutions to problems or of working in a partnership environment
- Focus on patient/service user safety and clinical governance issues broadly
- Strategic awareness of the wider social, political, economic context in which the health/social care sector sits
- Have experience of working in a regulatory/ regulated environment / service
- Have experience of policy development in particular in areas of governance and risk
- Have a proven record of management in the public health /social care sector as required
- The ability to articulate and advocate the views, concerns and expectations of consumers especially those who have experience as users of health and social care services

Appointees to Board positions should also have excellent interpersonal skills, a capacity to think strategically and creatively, able to impartially consider issues objectively, be financially literate and be committed to the highest standards of integrity and governance.

Time Commitment and Remuneration

Successful applicants will be expected to attend up to ten meetings each year and members may also be nominated by the Council/Registration Board to serve on sub-committees of the Council/Registration Board. Members will be required to devote as much time to duties of the board as necessary for the proper and efficient discharge of their duties. This will include time in preparation for Council/Registration Board meetings and attending and preparing for committee meetings, stakeholder meetings and events and other ad hoc meetings as required. By applying for the position it is assumed that you can meet this time commitment.

Members are obliged to comply with the relevant provisions of the Code of Practice for the Governance of State Bodies. This Code includes a description of the role and responsibilities of Council/Registration Board members.

Members will serve on a part-time basis and there is no remuneration for the positions. However, members are entitled to claim travel and subsistence allowances which will be paid in respect of journeys undertaken to attend meetings of the Council/Registration Board or to transact its business, in accordance with approved public sector rates.

Meetings are usually held at CORU offices located in Sandyford, Dublin 18. Most communication in and between the Council and registration boards is electronic and a willingness to accept this method of communication is desirable.

Training

Appropriate induction training will be provided to all new members

Appointment process

The Department is committed to the principles of public appointments based on merit, with independent assessment, openness and transparency. 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.

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 together with detailed Curriculum Vitae, expression of interest form and cover letter.

If you are already registered on www.publicjobs.ie you can log in using your username and password.

If you have not previously registered on 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 Expressions of Interest form and Competency Questionnaire (Available [Here](#))
- (c) A short cover letter/personal statement outlining your suitability for a board member position.

Closing Date

The closing date for receipt of applications is Thursday 2nd October 2014.

All applications/expressions of interest will be treated confidentially and information will only be given to the appropriate personnel.

Further Information

Further information on the work of the Health and Social Care Professionals Council and registration boards is available on CORU’s website: www.coru.ie.

Link to the Department of Health website: <http://www.health.gov.ie/>