

Appointments to the Medical Scientists Registration Board

Closing Date: 15:00 on 19th of July 2016

**State Boards Division
Public Appointments Service
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies](#) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointments to the Medical Scientists Registration Board

Location:	Dublin
Number of Vacancies:	12
Remuneration:	Nil. Travel and subsistence are payable at the appropriate Civil Service rate.
Time Requirements:	Up to 10 board meetings per annum – members may also be nominated to serve on sub-committees. The preparation for registration board meetings may include reading a large volume of paperwork.

Background

CORU is the umbrella term used to describe the Health and Social Care Professionals Council, its disciplinary committees and the registration boards established under the Health and Social Care Professionals Act 2005. It is Ireland's multi-profession health regulator. Its role is to protect the public by promoting high standards of professional conduct, education, training and competence through statutory registration of health and social care professionals.

The Minister for Health will shortly be establishing the Medical Scientists Registration Board under the Health and Social Care Professionals Act 2005 to regulate medical scientists working in Ireland.

1. Functions of the Board

The object of the Medical Scientists Registration Board, overseen by the Health and Social Care Professionals Council, will be to protect the public by fostering high standards of professional conduct and professional education, training and competence amongst medical scientists. Registration boards have powers to make Bye-laws. Its functions will include:

- Establishing and maintaining a register of members of the profession of medical scientist
- 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 board's function of competent authority under Directive 2005/36/EC on the recognition of Professional Qualifications.

The Medical Scientists Registration Board will have collective responsibility to the public in the performance of its duties.

The Board will consist of 13 members (6 professional and 7 non-professional) who will, according to the terms of Schedule 2 of the HSCP Act, elect a chairperson from amongst themselves.

2. Legislative Provisions

Section 28 of the Health and Social Care Professionals Act 2005 outlines the composition of the Board:

The registration board of a designated profession when first constituted is to consist of the following members:

7 persons appointed by the Minister, of whom-

- (i) one is to be representative of the management of the public health sector, the social care sector or both sectors,
- (ii) one is to be representative of the management of a voluntary or private sector organisation concerned with health or social care,
- (iii) one is to be representative of third level educational establishments in the State involved in the education and training of persons with respect to the practice of the designated profession and is nominated by the Minister for Education and Science, and
- (iv) 4 are to be representative of the interest of the general public and are appointed with the consent of the Minister for Enterprise, Trade and Employment.

6 persons appointed by the Minister, of whom-

- (v) 3 are to be persons who are engaged in the practice of the designated profession,
- (vi) 2 are to be persons who are engaged, as members of the designated profession, in the management of services provided by it, and
- (vii) one is to be a person who is engaged in the State in the education and training of persons with respect to the practice of the designated profession.

3. Person Specification

The Minister for Health invites applications from suitably qualified candidates for appointment to the Medical Scientists Registration Board.

Candidates who are medical scientists are invited to apply under one or more of the following categories:

- (1) Practitioners of the profession,
- (2) Managers of medical science services
- (3) Persons engaged in the State in the education and training of medical scientist practitioners.

Persons who are not medical scientists are invited to apply to be representative of one or more of the following categories:

- (1) The management of the public health sector, the social care sector or both sectors,
- (2) The management of a voluntary or private sector organisation concerned with health or social care,
- (3) The interests of the general public. The Minister for Health must obtain consent of the Minister for Jobs Enterprise and Innovation for appointments under this category.

All candidates must demonstrate proven experience of two or more of the following:

- Executive management
- Corporate governance
- Risk management
- Change management
- Strategic planning
- Sectoral knowledge/ experience
- Experience of regulation/operating in a regulatory environment

The following are also considered desirable:

- Possession of excellent interpersonal skills with proven ability to build key relationships, persuade and build consensus amongst diverse stakeholders,
- Previous board experience

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

On foot of this campaign successful candidates will be placed on a list to be retained by the Department for a period of up to two years.

Please note that the time commitment of board members may be up to 18 days per annum.

4. Term of Appointment

Under the Act, appointments to the Board will usually be for a period of 4 years. Half of the members of the board first constituted will hold office for three years from the date of their appointment. The members who are to hold office for a term of three years shall be drawn by lot.

Appointments are made subject to:

- The Minister may at any time remove a member of a registration board from office if in the Minister's opinion, the member has become incapable through ill-health of performing his or her functions; has committed stated misbehaviour; or the removal of the member appears to the Minister to be necessary for the board to perform its functions effectively.
- A member of the Board may resign his or her membership of the Board at any time by giving to the chairperson written notice of resignation signed by that person, and the resignation shall take effect on the date of the board's meeting next held after receipt of the written notice of resignation.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- A board member shall cease to be a member of the board 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.

5. Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

If you have any questions regarding the application process please email info@stateboards.ie.

6. Assessment Process

An Assessment Panel (the “Panel”) will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting¹/conference call; and/or
 - Referee checks; and/or
 - Any other selection or verification method deemed appropriate (this may include PAS 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 Minister.

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

7. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, 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 for general statistical purposes.

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

8. Data Protection Acts 1988 & 2003

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

For further information on Data Protection please follow the [link](#)

APPENDIX 1

Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
8. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
9. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.