

**Appointments to the Board of the Medical Council**

**Closing Date: 3pm on Friday 20<sup>th</sup> April 2018**

**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](http://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 2016 (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies. The Code sets out the fiduciary duties of Board members and candidates should familiarise themselves with these duties before submitting final applications.

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;
- read papers and be prepared for meetings, including making a time commitment to their role as a Board member.

## Appointment to the Board of the Medical Council

<b>Location:</b>	Kingram House, Kingram Place, Dublin 2
<b>Number of Vacancies:</b>	3 – further vacancies which arise over the coming 12 months may be filled from this campaign.
<b>Remuneration:</b>	€7,695 per annum. In line with the 'One Person One Salary' (OPOS) principle, a public servant will not be entitled to receive remuneration in the form of board fees. Board members may choose to waive their fees. Travel and subsistence is payable at appropriate Civil Service rates.
<b>Time Requirements:</b>	8 scheduled meetings (each held over 2 days) and approximately 6 extraordinary Council meetings per year, totalling approximately 22 meeting days per year. As would be expected of a Board of this nature, a significant time commitment will be expected, details of which are set out in Section 3.

### 1. Background

The Medical 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.

### 2. Functions of the Council

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 non-medical members and 12 medical members. It has a staff of approximately 80 personnel.

The Medical 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 doctor's professional careers through its professional competence requirements. It is charged with promoting good medical practice.

The Medical Council is also where 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 Medical Council. It is funded by the annual payment of fees by registered doctors – the Council receives no State funds.

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

- Corporate Governance Framework
- Code of Conduct
- Medical Council's annual Business Plans
- Summary Minutes 2017 of each meeting

To support the Council in delivering its significant role and remit, Council have put in place a governance structure, currently with eight committees, focusing on particular strands of the Council's work. There are also several further Sub-Committees and Working Groups which report to the Committees, set out below:

Audit, Strategy and Risk Committee  
Education, Training and Professional Development Committee  
Registration and Continuing Practice Committee  
Ethics and Professionalism Committee  
Nominations and Development Committee  
Preliminary Proceedings Committee  
Fitness to Practise Committee  
Anonymous Complaints Committee

Details of the current membership of the Council can be viewed [here](#).

### **3. Time Commitment**

Council members will be nominated to serve on a range of Council activities including Committees, Sub Committees, Working Groups and Medical School and Post Graduate Training Body inspections. The work and associated time commitment for such Committees can be significant. For example, Medical Council Committees are charged with investigating and determining in the region of 400 complaints per year against medical practitioners, conducting oral inquiries into doctor's fitness to practise, with up to 120 hearings days per year, conducting registration appeal hearings, in addition to training, hospital and medical school site inspection programmes.

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

### **4. Person Specification**

The Minister for Health invites applications from suitably qualified candidates who demonstrate the required knowledge and experience to fill 3 upcoming vacancies on the Medical Council in the following areas.

- (i) Business and Corporate Governance
- (ii) Regulation/Advocacy/Patient Safety/Training and Education
- (iii) Law/Complaint Handling

**Persons appointed must not be and never have been a medical practitioner in the State or in another jurisdiction**

**(i) Business and Corporate Governance**

Candidates must have extensive experience at an appropriately senior level in at least one but preferably two or more of the following:

- Corporate Governance, of public interest bodies/healthcare institutions,
- Financial management of registrant/publicly funded organisations,
- Risk Management, in a public interest, patient advocate or health related field
- Change management
- Strategy development
- Experience which is indicative of the ability to speak on behalf of others and/or to represent public interest and/or to evaluate professional performance

**(ii) Advocacy/Patient Safety/ Education and Training**

Candidates must have extensive experience at an appropriately senior level in at least one but preferably two or more of the following:

- Sectoral Knowledge/Experience
- Public Interest/Advocacy
- Patient Safety
- Education & Lifelong training

**(iii) Regulatory/Legal/Complaint/Disciplinary Procedures**

Candidates must have extensive experience at an appropriately senior level in at least one but preferably two or more of the following:

- Regulation
- Law
- Complaint handling
- Tribunals/quasi judicial decision making processes

It is also desirable that candidates demonstrate in their application evidence of:

- A relevant qualification (if applicable)
- Knowledge of the legal and regulatory environment which would be applicable to the Medical Council
- An understanding of the environment that the Medical 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 board experience

Due consideration will be given to Government policy on gender balance on State Boards

## 5. Terms of Appointment

The Term of Office for the new Council is commencing on the 1<sup>st</sup> June 2018, terminating not later than 31<sup>st</sup> May 2023. Members of the Council hold office for a term subject to Ministerial Appointment as specified, not exceeding 5 years, from the date of his/her appointment. No person may hold office as a member of the Council for more than two consecutive terms.

The successful candidates may be appointed for a second term, duration not exceeding 5 years, subject to:

- The membership of any member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- 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 Revised Code of Practice for the Governance of State Bodies 2016 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.

## 6. 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 exist and address this in your cover letter. The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.**

Your submission should be made via the following link [www.stateboards.ie](http://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 Council 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. **Please only include information that is directly relevant to the particular role for which you are applying.**

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## **7. Assessment Process**

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications 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
  - Meeting<sup>1</sup>/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.

## **8. 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.

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

## **9. 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 application:

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

1. Go to [www.stateboards.ie](http://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](http://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.
8. If there is a supplementary question, ensure that your response complies with the word limit and that it does not contain any special characters (i.e. %, & etc) or you may receive an error message and will be unable to submit your application.
9. Click on "continue".
10. 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.
11. 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.