



Additional Campaign Information HBS09522 Staff Grade Occupational Therapist

Dear Candidate,

Thank you for your interest in the role of Staff Grade Occupational Therapist. We have prepared this document to support you through this recruitment process. This document outlines how the recruitment process will be run and important dates. It is important that you read this document before submitting an application so you have a full understanding of how this campaign will be run.

1. The role of Staff Grade Occupational Therapist

The role of Staff Grade Occupational Therapist is a key role in both community and acute health services in Ireland. Occupational Therapy services take place in both community and acute settings throughout the HSE.

The job specification for this role offers more detail on the duties of the role, the requirements of the role and skills needed to carry it out. Please read the job specification and consider your ability to meet those requirements before you apply for this role.

2. Where are the jobs located?

There are roles located through the HSE in both the acute settings and community sites including primary care, social care, mental health and intellectual disability care settings. When a role arises you will be offered a job in a particular setting and location. You can decide if that location and role is of interest to you at that time. You will see in the online application form that we ask you to choose a preference county, this is so we have an idea of the interest in working in different counties.

3. Who should apply?

The aim of the recruitment initiative is primarily to bring new staff into the HSE to support the Winterplan Plus initiative. New staff will increase services being supplied to those who need health and social care support. We are particularly interested in recent graduates applying.

We welcome applications from all suitably qualified individuals who meet the eligibility criteria for this role. Information on the eligibility criteria are in Appendix 1.

For information on "Non-European Economic Area Applicants" please see Appendix 2. The HSE welcomes applications from suitably qualified non EEA Nationals who have refugee status.

Applicants who can apply

The aim of this campaign is to bring in new staff into the HSE to increase the level of services we can supply:

- All qualified graduates who have graduated in recent years, who are not currently employed as permanent HSE employees in their profession.

- 2021 graduates can apply for this campaign. You will not be offered a job until you have graduated. We may interview you at a later date in the year as you cannot take up jobs until you have graduated.
- HSE employees who are qualified Occupational Therapists but are working in the HSE in a different profession, e.g. working as a Health Care Assistant, can apply for this campaign.
- Occupational Therapists currently abroad can apply for this campaign. If you are abroad we recommend you commence the police clearance process now.
- Occupational Therapist Agency workers can apply. This is an open recruitment campaign.
- Occupational Therapists working in private practice can apply.
- In order to stabilise the health service and increase the level of services we provide to the Irish population, we would like to reduce the changeover in staff as much as possible. If you are a HSE employed Occupational Therapist on a temporary (fixed term or specified purpose) contract of employment, but not currently on a HBS Recruit National panel, and are interested in a longer term contract, we encourage you to speak to your line manager. There may be an opportunity for the current contract to be extended- this could reduce the amount of staff changing jobs and the disruption this can cause to the provision of community and acute services. If the line manager is not in a position to extend the contract, you can apply for this recruitment initiative which may provide possible opportunities for further temporary/ permanent employment.
- Occupational Therapist who work for a HSE funded organisation but are not direct HSE employees can apply.
- Occupational Therapist on local HSE recruitment panels can apply.

Applicants who cannot apply

Permanent HSE employees: As the aim of the campaign is to increase overall staffing numbers and stabilise the workforce, HSE employed Occupational Therapists with permanent contracts of employment (contracts of indefinite duration) cannot apply.

- If a HSE employee does apply, unfortunately they will not progress through the campaign process (*with the exception of those temporary local appointments/ temporary employees not on HBS Recruit National Panels*)
- We appreciate that some HSE employees use the recruitment process to move from one location to another. A staff transfer process for Staff Grade Occupational Therapists is being organised separately from the process and you will be updated on this via the normal HSE channels and Trade Unions.

Candidates on HBS Recruit/ National Recruitment panels: Occupational Therapists who are candidates on HSE HBS Recruit/ National Recruitment panels cannot apply.

- If you are on an existing HBS Recruit (formerly National Recruitment Service) recruitment panel, you will have already received a communication about this recruitment initiative. HBS Recruit recruitment panels will take precedence over the panel formed from this new recruitment campaign, which means the existing HBS Recruit panels will get offered any jobs first.
- Please contact alliedhealth@hse.ie if you believe you are on an existing HBS Recruit panel but have not received a communication.

4. How do I apply for this post?

- There is an online application for this campaign. You apply by submitting a fully completed Application Form particular to this post via the on-line portal. You will need to complete all areas of the form, otherwise your application will not be brought forward to the next stage of the selection process.
- As part of the on-line application process you will receive an email with a unique access/ verification code and a link which is specific to your application. We would advise that you do not share this email/ detail as it contains your personal data.
- The application will take a period of time to complete and we recommend you start as soon as possible. It will ask for your personal details, professional registration status, education and work history, skill/ competency based questions and for the contact details of 3 referees. It's a good idea to confirm early with your referees that you listing them and their contact details.
- In the instance that you are not in a position to complete your application in full at a particular point in time, you have the option to go back into your application via the link received and update your incomplete application where necessary. Once your application is completed in full and submitted you will no longer have the ability to edit your application, you will however have the ability to view your completed application.

- Once you have completed and submitted your application you will receive a copy of your application via email. We recommend you use a personal email address to which you have regular access.
- As we require the same information from all candidates in order to make fair decisions on their applications, we will not be able to process applications by CV or any other method.
- We check eligibility of the candidate at a later date in the process. Please do not apply if you do not meet the eligibility criteria as your application will be deemed ineligible and withdrawn from the recruitment campaign at a later date. It is important that you ensure you have fully demonstrated your eligibility for the role in your application form. If you omit information in this section pertinent to the eligibility criteria you will be deemed ineligible and subsequently not called forward to interview.
- HBS Recruit can only accept complete applications received by the closing date and time of **Thursday 10th December 2020 at 12 noon**. If you submit more than one application the first one received is the version that will be considered.
- Please note that HBS Recruit and Recruitment Services providers outside of the HSE, who are supporting this initiative on our behalf, will in the main contact you by email. As you can appreciate, it is your responsibility to ensure you have frequent access to your emails. You may receive email communications that have a time deadline requirement. As a result, we recommend you use a personal email address to which you have regular access. We will send you an email to alert you if we have sent you a communication by post.

5. **How will the selection process be run?**

The recruitment campaign is structured and pre-planned. In this section we outline exactly how we run the recruitment campaign:

- This campaign is in response to the immediate need for Staff Grade Occupational Therapists. The recruitment time frames for this campaign are quite tight in order to fill vacancies as soon as possible. The campaign is being run by the HSE in partnership with a recruitment agency supporting the HSE in the speedy recruitment of Staff Grade Occupational Therapists.
- We will fill relevant current and future vacancies from this recruitment panel. There are current vacancies in many acute and community areas, however we would like to highlight to you that a position on a panel is not a job offer and does not necessarily mean that you will be offered the job you want in the location you want.
- To apply for this campaign you must complete the application form in full. Any candidate who does not meet the eligibility criteria will be informed of that decision and the reason why.
- You will note we ask for documentation to be uploaded to accompany your online application form. This documentation (birth certificate, proof of address etc.) is documentation that is needed to secure a job in the health service. Further information on why the candidate pool for this campaign is limited/ restricted in available in the FAQs. We ask for it at application stage so we can start working on this documentation with the aim of offering jobs, issuing contracts of employment and setting up your personnel file/ pension as soon as possible. There is an urgent need for Staff Grade Occupational Therapists so our application form is built in such a way to expedite the whole recruitment process.
- Recruitment campaign staff will assess your application form against the eligibility criteria to see how your individual experience and skills match the needs of the post. The criteria for the selection exercise are based on the requirements of the post as outlined in the job specification. Therefore it is very important that you think about your experience in light of those requirements.
- Due to the urgency in recruiting Staff Grade Occupational Therapists, you may be contacted by recruitment staff shortly after you apply to arrange an interview. This means the sooner you apply, the sooner you may be interviewed and potentially offered a job.
- We may not wait until the closing date has passed before we interview the candidates for these roles. Those who apply first may be interviewed first.
- We aim to appoint candidates to jobs in line with the order of merit, however due to the immediate need to fill these vacancies candidates with lower of order may be appointed first in line with their completion of the recruitment process (including recruitment clearances) and their availability.
- There may be a number of stages of selection and short-listing or a ranking exercise may take place. A short listing or ranking exercise may take place in which those with the most relevant experience are called to interview first. A ranking exercise is an assessment that may be carried out on the basis of information supplied in your application form. The criteria for ranking are based on the requirements of the post as outlined in the eligibility criteria and skills, competencies and/or knowledge section of the job specification. Those successful at the short listing or ranking stage of this process (where applied) will be placed on an order of merit and will be called to interview in 'bands' depending on the service needs of the organisation. An online assessment may also take place to rank candidates.

- Candidates invited to interview will be given more details regarding the interview and how to prepare for it at a later date. Please note that interviews are likely to be conducted via Video Link / Skype Conference Call.
- Staff Grade Occupational Therapist interviews are likely to take place on care group basis – the care groups are Acute Services (Physical Hospital), Mental Health, Social Care & Primary Care.
- While the interviews are being organised and taking place, we and our recruitment partners may undertake the clearance documents at the same time. In brief these clearances are documentary evidence of your education and professional registration status, references, occupational health and Garda Vetting/ police vetting. A number of recruitment activities (interviews and clearances) are taking place at the same time in order to speed up the recruitment process as we have many vacancies to fill.
- Candidates who are successful at interview will be placed on a panel in order of merit with the highest scoring candidate being placed first, the next highest being placed 2nd etc.
- The time lines and panel management rules (i.e. how posts are offered) for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel. Full details on how panels operate are available in Appendix 5.
- In your application form you are invited to make a county preference choice. This is for information purposes to inform us of the overall candidate spread per county. You will not be able to change your county preference after the application date. The recruitment panel will be formed in overall order of merit.
- The closing date of the campaign may be extended, dependent on applicant numbers.
- Any applicant who does not meet the eligibility criteria/ is not shortlisted will be informed of that decision and the reason why.
- We would like to highlight to you that interviews form a part of the selection process. The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post.
- This campaign is being run by Health Business Services Recruit in the HSE. We will be supported by the recruitment agency CPL Healthcare in running this campaign. Appointments will be to HSE services and will be HSE contracts of employment.

6. Formation of Panels

What is a panel?

A panel is a list of candidates successful at interview placed in order of merit. Candidates are awarded a mark during the interview process and the candidate who scores the highest mark is placed first on the panel. Subsequent vacancies are then expressed to the panel in order of merit. If the number one successful candidate that expressed an interest on the panel refuses the job offer, it is then offered to the second candidate who expressed interest on the panel. Once a panel is formed, it remains in existence for 1 year and may be extended.

Marking System

Candidates are given marks for skill areas during the interview. These assessment areas are decided before the interview.

Please note in order to be deemed successful for a panel you must be awarded a minimum score of 40 for each competency area.

7. Security Clearance

When a panel member accepts a post they will need to apply for a vetting disclosure from the National Vetting Bureau if their role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by HBS Recruit for the confirmed successful candidate recommended for any post engaged in relevant work.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland you will be required to provide security clearance for each jurisdiction in which you have resided. Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK, USA etc.) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now. Please see **Appendix 3** for more information on international clearances.

Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

8. Appeal Procedures

Appointments in the HSE are made under a recruitment license and are subject to Code of Practice established by the Commission for Public Service Appointments (CPSA). The Code of Practice provides that candidates may make a request for review (see section 7 of the Code) OR make a complaint (see Section 8 of the Code) of any part of the appointment process that they feel is unfair or has been applied unfairly to them. These two forms of review procedure are mutually exclusive. Before submitting a request for review candidates should determine which procedure is appropriate to their particular circumstances.

The procedures allow for matters to be resolved on an informal basis and candidates are advised to avail of the informal process before making use of the formal review procedure. Candidates should in the first instance make an informal appeal to Karen Magarahan karen.magarahan@hse.ie. Please note that informal appeals prior to interview must be submitted within 2 working days of receipt of a decision. Informal appeals after interview must be submitted within 5 working days of notification of a decision.

We encourage you to visit www.cpsa.ie for further information on the code of practice and informal and formal review procedures.

9. HSE Privacy Policy

HBS Recruit is committed to protecting your privacy and takes the security of your information very seriously. HBS Recruit aims to be clear and transparent about the information we collect about you and how we use that information. More information on the HSE Privacy Policy, is available at <https://www.hse.ie/eng/privacy-statement/>

How will the data be used?

By completing an application form you consent to your data being used for healthcare recruitment.

The data gathered will be held and distributed for the purposes of recruiting Health and Social Care Professionals. This data may be distributed to public and voluntary health and social care providers. We will also be receiving services from providers outside of the HSE, for example, recruitment services.

In order to assist in this process, we may need to share your personal information with those providers. We are careful only to share the information that is necessary for this purpose. Anyone who receives this information is also bound by confidentiality and the data protection laws. In certain situations, we may have to disclose your personal information to other agencies, in accordance with legal requirements, i.e. Dept. of Social welfare, Department of Health, the Courts etc., or in an emergency situation to prevent injury to other persons.

How will your data be stored?

The data gathered will be held on password protected computers/ cloud storage.

Information on the General Data Protection Regulation is available at <https://www.hse.ie/eng/gdpr>

Staff Grade Occupational Therapist

<p>Eligibility Criteria</p> <p>Qualifications and/ or experience</p>	<p>Candidates must have at the latest date of application: -</p> <p>1. <u>Statutory Registration Professional Qualifications, Experience, etc</u></p> <p><u>a) Candidates for appointment must:</u></p> <p>(i) Be registered, or be eligible for registration, on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU. (https://www.coru.ie/)</p> <p style="text-align: center;">AND</p> <p>(ii) Have the requisite knowledge and ability (including a high standard of suitability and professional ability) for the proper discharge of the duties of the office.</p> <p style="text-align: center;">AND</p> <p>(iii) Provide proof of Statutory Registration on the Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU <u>before a contract of employment can be issued.</u></p> <p>2. <u>Annual registration</u></p> <p>(i) On appointment practitioners must maintain annual registration on Occupational Therapists Register maintained by the Occupational Therapists Registration Board at CORU</p> <p style="text-align: center;">and</p> <p>(ii) Practitioners must confirm annual registration with CORU to the HSE by way of the annual Patient Safety Assurance Certificate (PSAC).</p> <p>3. <u>Health</u> Candidates for and any person holding the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.</p> <p>4. <u>Character</u> Candidates for and any person holding the office must be of good character.</p>
<p>Post specific Requirements</p>	<p>Further requirements may be outlined at the “expression of interest” stage dependent on individual service needs.</p>
<p>Other requirements specific to the post</p>	<p>Further requirements may be outlined at the “expression of interest” stage of the recruitment process e.g. access to transport, fluency in Irish etc.</p>

Appendix 2 EEA and non EEA Applicants

(i) EEA Nationals

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Switzerland, Bulgaria and Romania.

(ii) NON-EUROPEAN ECONOMIC AREA APPLICANTS WHO RESIDE WITHIN THE STATE

In order that we can process your application it will be necessary for you to submit the following scanned documentation:

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State.

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1G, Stamp 4, Stamp 4EUfam, Stamp 5, Stamp 6.

or

** A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1.*

OR

A scanned copy of your passport showing your identification i.e. the first page of your passport showing your photograph and personal details and current immigration stamp showing you have permission to be in this State

and

A scanned copy of your current Certificate of Registration which is also known as an Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 3 and scanned copies of the following (mandatory)

and

Marriage/Civil Partnership Certificate

And

Spouse's passport showing their identification and current immigration stamp **and** a copy of their Critical Skills Employment Permit (CSEP).

or

** Spouse's passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 1, 1G, 4, 5 or 6*.*

or

** If your spouse holds a Stamp 2 for the purposes of **PhD study**, please include a copy of their passport showing their identification and current immigration stamp **and** their current Irish Residence Permit (IRP) (formerly called a GNIB card) showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD student***

** You cannot start a job or enter employment unless your employer has obtained an employment permit for you*

Applications that are not accompanied by the above documents where necessary will be considered incomplete and will not be processed any further.

This means that your application will not be submitted for the ranking exercise and subsequent invitation to interview. For more details on EEA countries please see visit the Department of Business, Enterprise and Innovation website <https://dbei.gov.ie/en/>

Please note:

The HSE welcomes applications from suitably qualified Non-EEA Nationals that have refugee status. We would be grateful if such applicants would provide documentary evidence confirming their status.

When a candidate submits a completed application form they will require a vetting disclosure from the National Vetting Bureau as the role is engaged in relevant work (e.g. access to, or contact with, children or vulnerable adults). This process will be initiated by the HSE as part of this recruitment campaign.

If you lived in any country for 6 months or more from the date of your 16th birthday other than the Republic of Ireland or Northern Ireland it will be mandatory to provide security clearance for each jurisdiction in which you have resided stating that you have no convictions recorded against you while residing there. All appointments will require satisfactory security clearances. Please note if you require overseas security clearance and are unable to produce it at the time of job offer then the job offer may be withdrawn.

Your security clearance must be dated AFTER you left that country and cover the entire period of your residence. Seeking security clearances from other countries (e.g. UK excluding Northern Ireland, USA etc) are the responsibility of the candidate. It is a process which can take an amount of time. Therefore if you are interested in pursuing a career within the HSE we would strongly advise that you commence seeking international security clearances now.

Note: Candidates who studied outside of the Republic of Ireland or Northern Ireland e.g. in the UK (excluding Northern Ireland), please pay particular attention to this. You will require UK disclosure to cover the entire period you were in the UK. Clearance must be dated **after** you left the UK.

The following websites may be of assistance to you in this regard:

United Kingdom

https://www.acro.police.uk/police_certificates.aspx

<http://www.police.uk/forces/> website will provide you with a link to each police force site in the UK. Click on the relevant force covering the area where you resided. A search under Data Protection or Data Access Request or Subject Access Request will bring you to the relevant section of that Police Forces website.

<https://www.gov.uk/browse/working/finding-job> (This website will provide you with a list of registered agencies to contact in the UK who may process your request for UK clearance with the Criminal Records Bureau).

Australia

www.afp.gov.au This website will provide you with information on obtaining a national police clearance certificate for Australia

New Zealand

www.police.govt.nz This website will provide you with information on obtaining police clearance in New Zealand.

United States of America

Please note that valid Security/Overseas Clearance from the USA must be obtained from the **FBI only**, <https://www.fbi.gov/about-us/cjis/identity-history-summary-checks>

FBI Clearance is valid for all of the United States and convictions / remarks occurring anywhere in the United States would be noted. Individual US State Clearance (e.g., New York State Clearance) is not acceptable as it is valid for that State alone and convictions / remarks occurring in other States may or may not be noted.

Other Countries

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

Candidates please do not send us your overseas clearance or any other documentation unless we request it from you. Candidates who accept a job offer will have specified timeline within which to produce the required documentation; otherwise the job offer will be withdrawn. These timelines are communicated to you at proceed to pre-employment clearances stage – typically this is 5 working days.

When requested, a copy of your overseas Clearance will be retained on file and the original returned to you by post.

Note: Any costs incurred in this process will be borne by the candidate.

Persons in receipt of a pension from specified Superannuation Schemes

Former Health Service and Public Sector Employees must adhere to the relevant prohibition of re-employment provisions where they have previously availed of a Public Service Voluntary Early Retirement or Ill Health Retirement Pension from any of the following Pension schemes:

- Local Government Superannuation Scheme (LGSS)
- Health Service Executive Employee Superannuation Scheme
- Voluntary Hospitals Superannuation Scheme (VHSS Officers/Non Officers)
- Nominated Health Agencies Superannuation Scheme (NHASS)
- Other Public Service Superannuation Scheme

Among the Voluntary Early Retirement Schemes referred to above are the following:

- Incentivised Scheme of Early Retirement (ISER)
- Voluntary Early Retirement Scheme 2010 (VER)

Prospective candidates must satisfy themselves as to their eligibility to be employed by the Health Service Executive before applying/competing for posts to be filled through this recruitment campaign.

Abatement of Pension (Section 52 of Public Service Pensions Act 2012)

Where a person who is in receipt of a Public Service Pension (e.g. retired on voluntary age grounds) is subsequently appointed to another Public Service post, the Abatement of Pension Regulations apply. This means that in a situation where the total of a person's pension combined with their salary from their new post, exceeds the uprated (current) salary of the position from which they retired, his/her pension is reduced by any such excess amount. This provision applies irrespective of whether the relevant pension was accrued in the same Pension Scheme which applies to the new appointment, or in another Public Service Pension Scheme.

Interviews form a part of the selection process. The HSE reserves the right to remove candidates from specific recruitment panels and retract job offers if satisfactory clearances (e.g. past /current employment references, security clearances) cannot be obtained or are unsatisfactory.

The HSE must be satisfied that it has a full and comprehensive suite of references which assures it that the applicant's past performance and behaviours are appropriate to the post. The HSE determines the merit, appropriateness and relevance of references. Please note the HSE may retract a post if sufficient satisfactory references cannot be obtained in a time frame congruent with service need. The HSE reserves the right to retract a job offer should the successful candidate be unable to fulfil the provisions / criteria of the specific post in line with service need.

Please note the HSE reserves the right to contact all available successful candidates in the event that panels are exhausted. The HSE reserves the right to extend the life of the panel to fill vacancies that may arise. The HSE may modify panel management rules in line with service need during the life time of the panel and will notify all remaining candidates of any important changes.

Panel Management

In this appendix we outline how individual posts are notified to candidates who are successful at interview and are placed on the recruitment panel in overall order of merit. The time lines and panel management rules for each individual post will be included in the email communication sent to you for each individual post which arises and is relevant to your order of merit on the panel.

Relevant existing recruitment panels will take precedence for job offers.

Frequently used terms:

Expression of Interest: An expression of interest simply means that you indicate that you would be interested in this job should it be offered to you.

Order of Merit: The order of merit is initially decided by your score achieved at assessment/ interview i.e. candidates are listed in order determined by their score, the highest score achieved is no.1 on the panel, the second highest score is no.2 etc. Due to the urgency in recruiting these roles, you may be contacted by a recruitment staff shortly after you apply to arrange an interview. This means the sooner you apply, the sooner you may be interviewed.

Job Offer:

A job offer is a formal offer to accept or decline an actual job.

We aim to appoint in line with the order of merit, however due to the immediate need to fill these vacancies candidates with lower of order may be appointed first in line with their completion of the recruitment process and their availability.

Relevant existing recruitment panels will take precedence for job offers.