



Recruitment FAQs

FAQs

HBS09523 Staff Grade Speech & Language Therapist

HBS09524 Staff Grade Physiotherapist

HBS09522 Staff Grade Occupational Therapist

Filling in the Online Form

I want to update my application details, how do I that?

You received an email to thank you for your application. You can update your details following the link on this email.

Will the application form take long to complete?

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 are listing them and their contact details.

We also recommend you apply before the closing date and time in case you face any technical issues.

I have not heard anything from you yet- did you get my application?

If you have registered correctly you will receive a copy of your application back to your listed email.

If you did not receive these please try to apply again before the closing date and time. If you continue to encounter problems with this please contact the help desk by clicking the following link: [Help Desk](#)

Queries about technical issues with the form should only be addressed to the Help Desk.



2021 Graduate - I am a 2021 graduate- do I need CORU registration to apply?

As a 2021 graduate we are not seeking CORU registration from you as you will not have it. We will seek CORU registration from 2021 graduates after they have graduated and as appropriate to the CORU registration process for new graduates. You can apply for this campaign without CORU registration.

Candidates who should apply for this campaign

I am a 2021 graduate, can I apply?

Yes you can apply for this campaign. You will be made “dormant” on the panel and 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.

I am an agency worker, can I apply for this campaign?

Yes, you can apply. This is an open recruitment campaign. Any applicant who is meets the eligibility criteria is invited to apply.

I work in private practice, can I apply for the campaign?

Yes, you can apply. Any applicant who is meets the eligibility criteria is invited to apply.

I am abroad, can I apply?

Yes if you are abroad you can apply for this campaign. If you are abroad we recommend you commence the police clearance process now.

We also recommend, if you are not already registered with CORU, that you start the CORU registration process www.coru.ie/health-and-social-care-professionals/

I am 70 years old, can I apply?

The maximum retirement age for the HSE is 70 years old, therefore candidates 70 and over should not apply.

I work for HSE funded organisation but am not a direct HSE employee- can I apply?

Yes, you can apply for this campaign.



I am a HSE employee but I am not employed in my qualified profession of Occupational Therapist/ Physiotherapist/ Speech & Language Therapist e.g. I work as a Health Care Assistant in the HSE- can I apply?

Yes, you can apply for this campaign if you are not employed by the HSE in your qualified profession of Occupational Therapist/ Physiotherapist/ Speech & Language Therapist.

I am employed as a temporary Occupational Therapist/ Physiotherapist/ Speech & Language Therapist- can I apply for this campaign?

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/ Physiotherapist/ Speech & Language 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.

If you are currently on a temporary (fixed term of specified purpose) contract of employment through the national panel, you cannot apply and you will already have received a communication in relation to this. If you believe you are on a HBS Recruit/ National panel and have not received a communication please email alliedhealth@hse.ie to enquire.

I am not an employee of the HSE but I am a candidate on HSE HBS Recruit/ National Recruitment panels, can I apply?

No, you 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. Candidates on existing HBS Recruit panels cannot apply for this recruitment initiative.

- This is because 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.

I am not an employee of the HSE but I am I candidate on a local HSE recruitment panel, can I apply?



Yes, you can apply. If you are on a local recruitment panel (not a HBS Recruit panel) you may apply for this campaign.

I am a permanent HSE employee, can I apply so I can move location?

As the aim of the recruitment initiative is to increase overall staffing numbers and stabilise the workforce, HSE employed Occupational Therapist/ Physiotherapist/ Speech & Language 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 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 Therapist/ Physiotherapist/ Speech & Language Therapists is being organised separately from the process and staff will be updated on this via the normal HSE channels and Trade Unions once this process can be rolled out. The aim is that a transfer process will reduce the number of HSE staff who apply for staff grade recruitment initiatives when they are already working at the grade and employed by the HSE.

Candidates on HBS Recruit/ National Recruitment panels: Occupational Therapist/ Physiotherapist/ Speech & Language Therapists who are candidates on HSE HBS Recruit/ National Recruitment panels cannot apply.

- As you know there are existing national panels in place for Staff Grade Occupational Therapist/ Physiotherapist/ Speech & Language Therapists. Some of these have been appointed in temporary roles as they await permanent job offers.
- These panels will take precedence for the offering of jobs from the Winter Plan roles and any other job orders that are requested to be filled by HBS Recruit. This means these rolls will be offered to those on existing national recruitment panels, before they are offered to the new panel. Therefore those on existing HBS Recruit/ National panels cannot apply. Those on the panels will be notified in advance of the recruitment initiative being advertised that they will have precedence for job offers.

Recruitment Documentation

Why do you look for so many documents to be uploaded during the application process?



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. 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 in the HSE so our application form is built in such a way to expedite the whole recruitment process.

Birth Certificate- this is necessary for pension purposes and forms part of your personnel file. It can also be used to counter check identification.

Proof of address- this is necessary to support your Garda Vetting application.

Proof of identification- this is part of the identity check. It helps prove that the individual presenting for the interview is indeed the candidate who applied. This is also necessary to support your Garda Vetting application.

CORU Registration- if you are CORU registered we ask you to upload a copy of this registration. If you are not yet CORU registered but have applied for CORU we ask you to upload proof of this. If you are not CORU registered nor have applied for it yet, you do not need to upload a document- but you need to start the registration process immediately.

Can I not provide this documentation to you later on- for example when you offer me a job?

We now ask for the necessary documentation upfront so that we can recruit more quickly and avoid delays. Fast, safe recruitment supports the health services.

We need to recruit these roles as soon as possible in order to appoint staff to support the provision of health and social care. It has been our experience that we have to go back to candidates repeatedly to get the necessary documentation from them in order to appoint them into jobs. This slows down the entire recruitment process and has a negative impact on health services as it takes us longer to recruit staff into key services.

As there are so many jobs to fill, it is likely we will start the recruitment clearance process (references, professional registration status etc.) while you are being interviewed. This means when candidates pass the interview they can be offered roles quickly as the recruitment process will be partially completed already. All of this greatly aids a speedy recruitment time frame and helps the health service.

If, after you have made a good effort, you cannot source some of the documents and need to re-apply for them, you can still apply for the campaign without them. However, we would like to point out to you that we will fill jobs with the candidates who have all their recruitment clearances and documentation in place. This means if you do not have your documentation to us in a reasonable time (in line with service



need) you may miss out on getting a job that another candidate is appointed into instead.

It is better for your employment opportunities and for the health services if you upload as many of the documents we ask for at application stage.

Be on Call for Ireland

I have applied for Be on Call for Ireland- do I need to make a new application for this job if I am interested?

Yes, you do need to apply separately for this campaign using the online application process even if you applied for the “Be on Call for Ireland” recruitment initiative.

These are individual recruitment processes with key differences. The Staff Grade Speech & Language Therapist, Staff Grade Physiotherapist and Staff Grade Occupational Therapist application forms asks for particular information which relates specifically to these roles. This includes questions on the eligibility criteria, competency based questions and specific geographical choices. In addition, the online application asks you to upload documentation that is needed if you are to be appointed as a HSE employee.

How you will be contacted

How will you contact me?

We will contact you mainly via mobile phone (text/ phone call and email).

Hours of Work

What are the hours of work?

The standard weekly working hours of attendance for your grade are **37** hours per week. Contracted hours which are less than the standard weekly working hours for your grade will be paid pro rata to the full time equivalent.

You may be required to work the agreed roster /on call arrangements advised to you by your line manager. Your work schedule is liable to change to meet the requirements of the service in accordance with the terms of the Public Service Agreement.

Holidays & Annual Leave

What is the annual leave?

The annual leave related to the staff grade job is 29 days per year.



You will accrue annual leave on a pro rata basis in line with the terms and conditions of your contract.

Salary

Who much will I be paid?

The salary scale as of 01/10/20 is:

Euro 37,022 - 39,214 - 41,018 - 42,330 - 43,440 - 44,591 - 45,727 - 46,894 - 48,054 - 49,213 - 50,434 - 51,719 - 53,002 - **54,029 LSI**

Which point of the pay scale will I go on?

Generally it will be the first point of the scale. You will be provided with clarification on this when are you offered a job. Incremental credit may be awarded in line with your relevant service.

Training for the Role

Will there be training for this role?

Yes there will be training for the role and you will be provided with further information on this when you accept a role.

Will I receive Personal Protective Equipment (PPE)?

Yes you will receive PPE to carry out this role, as necessary. You will receive training on how to put it on and take it off.

Working in Health Service Locations

Do I need to have my own car to work in health service locations?

If access to own transport is part of the role (for example, to travel to different community locations), you will be advised of this at job offer stage.

Will I get paid for travel?

You will be assigned a base. If there is an approved requirement to travel as part of the role, travel and subsistence will be paid at Department of Health rates, in line with HSE standard arrangements.

Employment Contract Type

What types of employment contracts will be available?



The will be permanent and specified purpose contracts available. You will be notified of the contract length if we offer you a job. Contracts may be extended.

Will I have a HSE contract of employment?

Yes the candidates appointed from this recruitment initiative will be HSE employees and receive HSE contracts of employment.

We are being joined in this recruitment initiative by CPL Healthcare who are supporting the HSE in appointing candidates into HSE contracts of employment.

The Selection Process

Will I have to attend interview?

It is likely that a virtual (e.g. Skype) telephone interview will be arranged to make sure we match the right people with the right roles. We will make contact with people to arrange these as and where the needs are emerging to fill roles. In some cases we may conduct more in-depth or in- person selection processes and we will inform you of that at the time.

Will I have to do an occupational health/ health assessment?

Yes. It is important that we continue to safeguard not only our clients, but also anyone working with and for the HSE, so a health assessment may take place. This can be paper based, by phone or in person – the most appropriate process will be determined by Occupational Health

Will I have to do Garda/ Police clearance?

Yes. In line the National Vetting Bureau Children & Vulnerable Persons Act (2012) all persons working in patient facing roles will need to be Garda Vetted. To ensure this does not delay your contribution to this important initiative, please respond to any Garda Vetting requests you receive as soon as you can.

I have a criminal conviction, should I still apply?

We cannot make that decision for you as this is specific to each individual. The nature of your conviction would determine whether or not you could proceed to a role that supports this initiative.

Childcare/ Care Arrangements

What childcare arrangements will there be?



At present there are no centralised childcare arrangements supplied for those who work during COVID-19. If there is a change to this we will update this information.

Social Welfare Payments

If I take up a job will I still get my Social Welfare payments?

Social Welfare rules will apply and will depend on your individual circumstances. As this will be decided by your particular circumstances and the type of employment offered to you, further clarification can be given to you when you are being offered a job.

About Covid-19

I have an underlying medical condition, can I still work?

If you have an underlying medical condition you should disclose this to us if/ when we contact you. We will be guided by Occupational Health in assigning workers.

Am I more likely to get COVID-19 if I take this job?

COVID-19 is an infectious virus. Health care workers will be advised by the health service on how to reduce transmission and protect yourself.

What if I don't know that I have COVID-19 and I start working?

If you believe you have been exposed to someone with COVID-19 or experience the symptoms, you should follow the existing public health advice including notifying your line manager immediately.

Where can I find out more about COVID-19 or coronavirus?

Keep yourself updated with the most up to date health care advice by visiting [hse.ie/coronavirus](https://www.hse.ie/coronavirus).