



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive



Explanatory Note

Clinical Lead of Medical Intern Unit Medical Intern Unit National Doctors Training and Planning

Satisfactory completion of the intern year is a requirement to be eligible for registration with the Medical Council of Ireland (MCI), and is necessary for the legal right to practise medicine within Ireland and elsewhere in the EU. The intern year provides newly-qualified medical graduates with their first experience of working as a doctor in supervised clinical practice, supported by a formal education programme. For graduates of the 4-year graduate-entry programmes in Ireland and the UK, the intern year constitutes a mandatory fifth year of University supervised education, to meet the requirements of the EU Directive concerning Professional Mobility (Directive 2013/55/EU) as enacted in Irish legislation (Section 88 of the Medical Practitioners Act 2007).

Significant changes to the medical internship programme have occurred over the last 10 years, mainly due to the implementation of recommendations contained in two national reports: The Fottrell Report (Medical Education in Ireland: A New Direction, 2006) and the Report of the Intern Sub-Committee of the National Committee on Medical Education and Training (2008).

Following the publication of the Fottrell Report, there has been an overall increase in the approved CAO medical school annual intake, resulting in a response by the Health Service Executive (HSE) to increase the number of intern posts from 305 to 727, plus the opening of an additional medical school in the University of Limerick, bringing the total number of medical schools in Ireland to 6. The HSE also added 6 additional intern posts in 2017 for the creation of an academic intern track, bringing the total available number of intern posts to 733.

The recommendations of the Report of the Intern Sub-Committee have been introduced and include a national matching system for the appointment of medical graduates to intern posts and the creation of 6 Intern Training Networks, designated and funded by the HSE to deliver the intern training programme.

The intern experience has benefited hugely from the combined results of these changes and the dedication of the Intern Network and medical school staff who contribute to the activities of the intern year.

Continuing with these changes, a new Medical Intern Board has been established with responsibility for the governance and strategic direction of the intern year on a

national basis. The Board is a joint initiative by the HSE and the MCI, with representation from the HSE and MCI, as well as the Intern Network Executive, the Irish Medical Schools Council, and the Forum of Postgraduate Training Bodies, and has an independent chair.

To support the Medical Intern Board, a new Medical Intern Unit has been established to over-see and manage the operational delivery of the intern training programme as well as to implement strategic recommendations of the Board. The Medical Intern Unit will have a Management Committee and report to the Medical Intern Board.

The Medical Intern Unit requires a Clinical Lead, to be an individual with a proven track record as a clinician preferably with experience of either managing, coordinating or delivering teaching on the intern training programme in Ireland, although this is not essential.

The successful candidate will work 0.5 Whole Time Equivalent (WTE) in this role under a secondment arrangement. The successful candidate will have administrative support and a reporting relationship with the HSE National HR Directorate via the National Director of NDTP for operational issues and with the Medical Intern Board for policy development/sign off issues.

Job Specification

Job Title	Clinical Lead – Medical Intern Unit, National Doctors Training and Planning
Grade	Secondment arrangement at current grade
Informal Enquiries	Please address any enquires to Dr. Sara McAleese, Business Manager, HSE National Doctors Training and Planning (NDTP) at sara.mcaleese@hse.ie
How to Apply	Please submit a current CV <u>and</u> cover letter detailing your suitability for the position and reason for applying via email only to: sara.mcaleese@hse.ie
Closing Date	Friday November 10 th at 12.00pm
Taking up Appointment	A start date will be indicated at job offer stage
Location of Post	HSE – National Doctors Training and Planning Corporate Offices, Heuston South Quarter, Dublin 8
HSE Organisational Area	HSE National Doctors Training and Planning
Reporting Relationship	The successful candidate will have a reporting relationship with the HSE National HR Directorate via the National Director of NDTP for operational issues and with the Medical Intern Board for policy development/sign off issues.
Purpose of the Post	Working collaboratively with all key stakeholders, the Medical Intern Unit Clinical Lead will over-see and manage the operational delivery of the intern training programme as well as implement strategic recommendations of the Medical Intern Board. The Lead will endeavour to ensure a comparable experience for interns across the 6 Intern Training Networks.
Principal Duties and Responsibilities	<p><u>Strategic</u></p> <ul style="list-style-type: none"> • Delivery and implementation of the intern training programme on an integrated national basis • Take a lead role in the implementation of the recommendations of the Fottrell and Buttimer Reports and other Government policy and relevant legislation, including the Health Act 2004 and the Medical Practitioners Act 2007, in line with the HSE's aims and Corporate Plan, where relevant to interns • Develop and lead on implementation of Entrustable Professional Attributes (EPAs) as the new curriculum

	<p>framework for interns</p> <ul style="list-style-type: none"> • Have an advocacy role in ensuring the medical education and training system as it pertains to interns reflects their education and training needs balanced with available HSE budget and resources • Act as a senior HSE representative in brokering and managing relationships with internal and external stakeholders in respect of intern priorities, in line with the DOH and HSE policy • Work with other key internal and external stakeholders involved in areas related to the education and training of interns • Develop strategic policy proposals in consultation with the Intern Network Executive and the Irish Medical Schools Council to present to the Medical Intern Board • Develop Business Cases for intern service developments that are guided by agreed priorities and policy guidelines • Implement objectives from the HSE People Strategy as they apply to interns • Support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources • Promote, participate and lead on the implementation of change <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Lead on the integration and operation of EPAs as the new method of assessment of interns • Promote and support an interdisciplinary approach to the work of the Medical Intern Unit • Manage and harness the strengths and talents of employees of the Medical Intern Unit <p><u>Operational</u></p> <ul style="list-style-type: none"> • Liaise with HBS Recruit for the annual matching process to allocate prospective interns to intern posts • Liaise with the Intern Network Executive to determine the available rotations for intern posts • Coordinate the piloting and full rollout of the EPA framework as the new curriculum and assessment tool for interns • Develop operational policy proposals in consultation with the Intern Network Executive and the Irish
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	<p>Medical Schools Council to present to the Medical Intern Board</p> <ul style="list-style-type: none"> • Implement operational policies as directed by the Medical Intern Board • Coordinate responses to queries from the Intern Network Executive • Coordinate responses to queries from prospective interns as they arise • Contribute to discussions on the annual service agreements between the HSE and the intern networks with the aim of continuous improvement in the way intern training is delivered • Further develop structured engagement of stakeholders and the ongoing management of relationships with key internal and external stakeholders and partners at national level • Develop reporting and performance measurement systems to monitor and quality assure the delivery of the Medical Intern Unit functions and ensure that measurable performance targets are achieved on time and within budget • Produce an Annual Report for the Medical Intern Unit • Perform such other duties appropriate to the role as may be assigned from time to time • Support, supervise, develop and empower staff in changing work practises in a challenging environment within existing resources • Be a positive agent for change and performance improvement • Maintain own knowledge of relevant procedures, practices and legislation to perform effectively in the role and to ensure standards are met <p><i>The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office.</i></p>
Eligibility Criteria	<ul style="list-style-type: none"> • A proven track record as a clinician preferably with experience of managing, coordinating or delivering teaching on the intern training programme in Ireland, although this is not essential • Excellent understanding of government and HSE policy with regard to the intern year

	<ul style="list-style-type: none"> • Experience of working constructively with stakeholders to deliver innovation
Skills, competencies and/or knowledge	<p>Proven leadership in clinical services and medical education and training.</p> <p>Excellent understanding of Government policy and HSE policy in Medical Education and Training and relevant legislation.</p> <p>Strong track record in the management of resources and the delivery of change process.</p> <p>Demonstrate in-depth knowledge of the design, delivery and assessment of medical education programmes.</p> <p>Demonstrate top-level experience in leading the design and practical delivery of innovative medical education programmes at undergraduate and/or postgraduate level in Ireland.</p> <p>Demonstrate high standards of personal responsibility, accountability and performance and be driven by a value system compatible with the aims and ethos of the HSE.</p> <p>Experience of developing practical, innovative and creative solutions to the management of strategic issues and complex problems.</p> <p>Excellent presentation, communication and relationship building skills, ability to influence, persuade and establish credibility at all levels.</p> <p>Capacity to constructively challenge established practices and evidence of being able to manage change and deliver complex work under sustained pressure.</p> <p>An ability to work well under pressure with the energy, initiative and resilience necessary to deliver results.</p>
Competition Specific Selection process	<p>Selection by interview.</p> <p>Shortlisting will be carried out on the basis of information supplied in the CV and cover letter. The criteria for short listing are based on the requirements of the post as outlined in the “eligibility criteria” and “skills, competencies and/ or knowledge” section of this job specification. Therefore, it is important that the detail of experience, in light of those</p>

	requirements, is given in both your CV and cover letter. Failure to include information regarding these requirements may result in you not being called forward to the next stage of the selection process.
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HEALTH SERVICE EXECUTIVE

Terms and Conditions of Employment Clinical Lead of Medical Intern Unit National Doctors Training and Planning

Tenure	<p>The appointment is for a period of three years, with a review period after six months in post.</p> <p>This will be a secondment arrangement.</p>
Remuneration	<p>The appointed candidate's current terms and conditions of employment will be retained.</p>
Working Week	<p>The standard working week applying to the post is: 0.5 WTE</p>