**Additional Campaign Information**

**Clinical Engineering Technician (Staff Grade)**

**Portiuncula University Hospital**

**PAHP17\_162**

Dear Candidate,

Thank you for your interest in pursuing a career with the Health Service Executive (HSE). Please see [www.hse.ie](http://www.hse.ie) for more information on health and social care services provided by the HSE.

This is some additional important information regarding this campaign. We highly recommend that you read this document before applying for this campaign.

In this document we lay out the regulations by which the campaign will be run and we explain the recruitment and selection process. This document outlines what we require from you and in what format we require it. This is to ensure we have the same information from all candidates and that candidates are treated in the same manner.

1. **How to apply?**

You must use the Application Form particular to this post, either download it as a Word document from [www.saolta.ie](http://www.saolta.ie) and type in your details, which you can email to [resources.human@hse.ie](mailto:resources.human@hse.ie), or print it and fill in by hand and return by post to: Group Recruitment & Retention Office, Room 53, First Floor, Clinical & Administration Block A, Merlin Park University Hospital, Galway.

* There is no need to sign e-mailed applications; we will request candidates to sign their application form at interview.
* If you submit more than one application, the one we will accept is the last one received prior to the closing date and time.
* We will not be able to process applications by CV or any other method.
* Applications stored on personal online storage sites, e.g. OneDrive, Cloud etc. will not be accepted.

Please ensure that you fully complete the qualifications and eligibility criteria sections of the Application Form. Please note that if you omit information in this section pertinent to the eligibility criteria you may be deemed ineligible and subsequently not called forward to interview. Full details of eligibility criteria are contained in Appendix 1 of this document.

This is a competency based application form. In order to consider your application, this section of the form must be fully completed. If you do not complete all questions, we will be unable to process your application. This means if you do not answer all of your competency questions in full your application will not be submitted for the ranking exercise and subsequent invitation to interview.

Email applications will receive an automated response within 24 hours, which will let you know that we have received your email. Candidates please note the Group Recruitment & Retention office check eligibility after the closing date and time for the receipt of applications. The Group Recruitment & Retention office can only accept applications received by the closing date and time i.e. **12.00 noon on 7th November 2017** No applications received after this time and date will be accepted. This means that if your application is blank, you have sent the wrong version of your application form, are missing competency questions, have no internet access or that you have not attached requested relevant supporting documentation etc. you will not be processed further.

Please note that the Group Recruitment & Retention office will mainly contact you by mobile phone, and e-mail. Some communications are sent by post (e.g. invitations to interview, selection process results), therefore it is most important that both your mobile telephone number and email address are included in your application as well as your postal address. It is your responsibility to ensure you have access to your mobile voice mails and emails. This means that if you choose to use your work mobile and email addresses you may receive communications that have a time deadline requirement while working away or on leave. We recommend you use your personal mobile and email that you have regular access to.

1. **Who should apply?**

We welcome applications from all suitably qualified candidates who are interested in Clinical Engineering Technician (Staff Grade) position in Portiuncula University Hospital.

A panel may be created for Portiuncula University Hospital from which all permanent and specified purpose vacancies of full or part time duration may be filled. The panel will fill vacancies which may occur for a 1 year period (panels may be extended).

* For more details on the qualifications and eligibility criteria please see Appendix 1.
* For information on “Non-European Economic Area Applicants” please see Appendix 2.
* Please note we cannot accept applications from applicants who are in receipt of pensions from particular superannuation schemes (i.e. if you are retired) please see Appendix 4 for more information on this.

1. **Will I get a post through this campaign?**

There is currently one permanent whole-time post available in this location. A position on the panel is not a job offer and does not necessarily mean that you will be offered a post.

Depending on the outcome of the selection process you may be placed on a panel in order of merit, from which specified purpose and permanent job offers will be made.

1. **What is the selection process?**

* You must complete the official application form in full. If you do not complete the application form in full your application may not be submitted to the selection board for consideration and subsequent interview (if applicable).
* A selection board of Managers will assess your application form against the eligibility criteria to see how your qualifications, individual experience and skills match the needs of the post. Short listing may also take place based on the requirements of the posts.
* 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.
* Any applicant who did not meet the eligibility or short listing criteria will be informed of that decision and the reason why.
* Candidates who have demonstrated the requisite qualifications, skills and experience will be called to interview. There may be a number of stages, a ranking exercise may take place. 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. Therefore it is very important that you think about your experience in light of those requirements. Those successful at the 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.
* Competency-based interviews may be held on a phased basis, inviting candidates to interview based on the position held in the ranking exercise.
* Marking System within the interview **-** Candidates are given marks for skill areas during the interview. These elements are clearly indicated in the Application Form. Where candidates score the same marks a further ranking process will apply. A previously agreed skill area of the interview will be chosen to further rank successful candidates e.g. Karen and Mary are both successful at interview. They both score 421 at interview, which would place them at joint number 3 on the panel. If Professional Knowledge has been the secondary ranking area chosen then the candidate who has scored higher in this area will receive the first job offer. Karen scored 69 in the Professional Knowledge element and Mary scored 68. Karen will be number 3 a. on the panel and Mary will be number 3 b. on the panel. Where candidates have the same mark on the secondary ranking, an additional ranking will be applied and so forth. Please note in order to be deemed successful at interview you must be awarded a minimum score of 40 for each competency area.
* Candidates who are successful at interview will be placed on a panel in order of merit.
* We will offer the posts to the candidates with the highest scores on the panel.
* If a candidate declines the post we will offer it to the next highest scoring candidate etc.
* We would like to highlight to you that 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. All previous employers may be contacted for reference purposes. Please note the HSE may retract a job offer 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.

**Future panels**

Please note that candidates successful at interview and placed on panels formed through this campaign may not be considered as applicants for any supplementary campaigns to add to this panel.

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 specified purpose and / or permanent 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 changes.

1. **Acceptance / Refusal of Job Offers**

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.

1. **Campaign Time Scales**

Closing date for this Clinical Engineering Technician (Staff Grade) campaign is: **12.00 noon on 7th November 2017.** It is anticipated that interviews will be held as soon as possible after the closing date. We strongly advise that you note the closing date in your diary now.

Candidates who do not confirm their interview attendance prior to the deadline supplied in the invitation to interview will have their slot cancelled.

1. **Interview Locations**

Interviews will be scheduled locally, where possible. Interviews will be held on the dates specified by the Group Recruitment & Retention Office, no subsequent or alternative interview dates will be offered to candidates.

If you are invited to interview you will receive correspondence detailing what documentation is required to be presented at interview. Please see Appendix 5 which details the documentation needed at interview stage.

1. **Security Clearance**

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by the Group Recruitment & Retention Office for the confirmed successful candidate recommended for the post.

All appointments will require satisfactory security clearances. If you lived in any country for 6 months or more 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.

1. **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 [resources.human@hse.ie](mailto:resources.human@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**](http://www.cpsa.ie) **for further information on the code of practice and informal and formal review procedures.**

**Appendix 1**

**Suitably Qualified Candidates:**

**Each candidate must, at the latest date for receipt of completed applications for the post:**

**1.Professional Qualifications, Experience, etc**

(a) (i) Hold as a minimum a recognised qualification at Quality and Qualifications Ireland (QQI), Level 7 or higher, in **one** of the following engineering disciplines;

(i.1) Electronic,

(i.2) Electrical,

(i.3) Instrument Physics,

(i.4) Industrial Instrumentation,

(i.5) Applied Physics,

(i.6) Mechanical,

(i.7) Mechatronic,

(i.8) Biomedical Engineering;

**or;**

(ii) Hold a recognised qualification at least equivalent to one of the above;

**and;**

(b) Candidates must possess the requisite knowledge and ability (including a high standard of suitability and administrative capacity) for the proper discharge of the duties of the office.

**Health**

A candidate 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.

**Character**

Each candidate for and any person holding the office must be of good character

**Age**

Age restrictions shall only apply to a candidate where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation Miscellaneous Provisions ) ( Act, 2004). A candidate who is not classified as a new entrant must be under 65 years of age on the first day of the month in which the latest date for receiving completed application forms for the office occurs.

**Qualifications obtained outside the Republic of Ireland must be recognised by Quality and Qualifications Ireland (QQI).**

* Applicants who are successful at interview and have qualified outside of the Republic of Ireland will remain dormant\* on panels and will not be offered any post until they have informed the Group Recruitment & Retention Office that their qualifications have been validated by the QQI. If you are offered a post and it subsequently emerges that your qualifications are not validated at the time of job offer, the job offer will be withdrawn and you will be removed the panel.
* Therefore if you are interested in pursuing a career as a Clinical Engineering Technician with the HSE, we strongly recommend that you commence the recognition procedures now. Seeking validation of qualifications is the responsibility of the applicant.
* Please note the recognition / validation of qualifications can take a period of time.
* Further details on the accreditation / validation process can be found on the Quality and Qualifications Ireland website [www.qqi.ie](http://www.qqi.ie).
* \* Dormant = you retain your place on the panel but you are not contacted about opportunities.

**Appendix 2**

(i) **EEA Nationals**

EEA nationals who do not require work permits / visas / authorizations are nationals of the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, United Kingdom, 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 (GNIB card) showing Stamp 1, Stamp 4/ 4EUfam, Stamp 5

**Or**

A scanned copy of your current Certificate of Registration (GNIB card) showing Stamp 3 and scanned copies of the following:

* Marriage/Civil Partnership Certificate

And

* Spouse’s passport showing their identification and current immigration stamp **and** their current GNIB card showing Stamp 1, 4 or 5

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 immigration stamp **and** their current GNIB card showing Stamp 2 **and** documentary evidence from the relevant educational institution showing that they are a **PhD** student.

***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 Jobs, Enterprise and Innovation website [www.djei.ie](http://www.djei.ie)

**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.

**Appendix 3**

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.

If you lived in any country for 6 months or more 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.

All applicants will need to apply for a vetting disclosure from the National Vetting Bureau. This process will be initiated by the Group Recruitment & Retention Office for the confirmed successful candidate recommended for the post.

If you have resided in countries outside of the Republic of Ireland and Northern Ireland for a period of 6 months or more, it will be mandatory for you to furnish this department with a Police Clearance Certificate from those countries stating that you have no convictions recorded against you while residing there. You will need to provide a separate Police Clearance Certificate for each country you have resided in. Clearance must be dated after the date you left the country/countries.

Note: Candidates who studied outside of Ireland e.g. in the UK, 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**

London:

<http://content.met.police.uk/Site/infomationaboutyourself>

[Metropolitan Police Service - Your right to information](http://www.met.police.uk/information/)

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

<http://www.south-wales.police.uk/more-about-us/your-right-to-information/data-protection/>

[www.north-wales.police.uk](http://www.north-wales.police.uk)

The <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](http://www.afp.gov.au) This website will provide you with information on obtaining a national police clearance certificate for Australia

**New Zealand**

[www.courts.govt.nz](http://www.courts.govt.nz) This website will provide you with information on obtaining police clearance in New Zealand.

**United States of America**

Please note thatvalid Security/Overseas Clearance from the USAmust 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 receive job offers will have 5 working days in which to produce the required documentation; otherwise the job offer will be withdrawn.

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**

**Appendix 4**

**Candidates who CANNOT APPLY**

Applications received from candidates who fall under the below categories will not be processed further in the selection process; this means that you will not be invited to interview.

**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) * Voluntary Redundancy Scheme 2010 (VRS) |

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 persons 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.

**Appendix 5**

If you are invited to interview you will receive a letter detailing what documentation is required to be presented at interview

You will also be required to produce the following documentation:

* On the day of your interview you will be required to produce **a form of photographic identification** i.e. drivers licence, passport or student/HSE I.D. This identification will be checked and returned to you immediately on the day. Candidates who do not bring the required documentation **will not be admitted to interview.**