



# Appointment to Committees of the Medical Council

Expressions of  
Interest sought



Comhairle na nDochtúirí Leighis  
Medical Council

# Membership of a Committee of the Medical Council

The Medical Council (“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.

## 1. Background

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 doctors’ 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.

## 2. Committees

To support the Council in delivering its significant role and remit, Council have put in place a governance structure, supported by committees, focusing on particular strands of the Council’s work. The Council benefits from the assistance and experience of many external Committee members, who assist the Council in delivering its significant workload. Committee meetings are convened as required, usually monthly, with majority of meetings convened during working hours. There are also several further Working Groups which report to and assist the Committees. The current Committee structure as devised by the Medical Council are set out below, in no particular order:

- **Strategy and Governance Committee** (supports the Council in their responsibilities for matters of strategy and corporate governance)
- **Audit, Finance and Risk Committee** (supports the Council in their responsibilities for issues of risk and control by reviewing the comprehensiveness of assurances in meeting the Council’s and Accounting Officer’s assurance needs and reviewing the reliability and integrity of these assurances; to ensure compliance with best practice in policies, processes and controls across the organisation and to review and make recommendations on the budget and expenditure of the organization)

- **Fitness to Practise Committee** (charged with conducting oral inquiries into doctors' fitness to practice, determining in the region of 40 matters per year, with up to 100 hearings days per year)
- **Preliminary Proceedings Committee** (is charged with investigating and determining in the region of 400 complaints per year against medical practitioners)
- **Education and Training Committee** (oversees accreditation of education and training programmes and inspection of hospitals and anatomy departments and related policy development.
- **Registration and Continuing Practice Committee** (oversees matters relating to registration of doctors to the Register of Medical Practitioners, Continuing Medical Education, Professional Competence and registration appeal hearings)
- **Health Committee** (supports Medical Practitioners with health matters)
- **Monitoring Committee** (monitors conditions imposed on the medical practitioners registration)

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

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Corporate-Governance-Framework-.pdf>

- Code of Conduct

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Code-of-Conduct-Final-August-2018.pdf>

- Medical Council's Annual Report 2017

<https://www.medicalcouncil.ie/News-and-Publications/Reports/Annual-Report-2017.pdf>

Details of the current membership of the Council can be viewed here.

<https://www.medicalcouncil.ie/About-Us/The-Medical-Council/Council-Members-2018-2023/Council-Members-2018-2023.html>

### 3. Time Commitment

Committee members will be nominated to serve on committee activities including Working Groups. The work and associated time commitment for such Committees can be significant.

Committee meetings will be convened as required, usually convened at least four times per year, and can vary to include up to eleven meetings per year, scheduled for a half day, usually during working hours. Meetings can be held at various locations and may involve some degree of travel, however where practical, meetings are currently convened at the offices of the Medical Council.

Some Committees are charged with a greater workload than others, by virtue of the nature of the Committee and its function. For example, the Fitness to Practise Committee conducts some

40 hearings on average per year, involving approximately 100 Inquiry hearing days. The chairperson of each Committee will convene additional meetings, as they deem necessary.

Committee members will be required to devote as much time to the duties of the Committee as necessary for the proper and efficient discharge of their duties. This will include significant time to prepare for Committee meetings, to frequently include reading voluminous material in advance of Committee meetings, and to attend and prepare for other activities, such as, 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 Medical Council invites applications from suitably qualified candidates who demonstrate the required knowledge and experience to fill multiple upcoming vacancies on the Medical Council Committees. Useful skills and experience include:

- Understanding of the Code of Practice for the Governance of State Bodies 2016.
- Understanding of control environments and audit processes.
- Understanding of the health and regulatory environments.
- Competencies, knowledge and experience relevant to the nature of the Committee membership sought

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 committee experience

Due consideration will be given to Government policy on gender balance on committees

#### **5. Remuneration**

€300 per day attended. (In line with the 'One Person One Salary' (OPOS) principle, a public servant will not be entitled to receive remuneration in the form of fees).

Committee members may choose to waive their fees. Reasonable travel and subsistence, where approved in advance with the Committee secretary, is payable at appropriate civil service rates.

#### **6. Terms of Appointment**

The Term of Office for the new committee will commence in early 2019, terminating not later than 30<sup>th</sup> May 2023. Members of the Council hold office for a term not exceeding 5 years, from the date of his/her appointment. No person may hold office as a member of the committee for more than two consecutive terms.

The successful candidates may be appointed for a second term, duration not exceeding 5 years, subject to the skills requirement of any given Committee:

- The membership of any member of the committee may be terminated by the Chair of the committee at any time, on the basis of reasons to be stated by the Chair.
- A member of the committee may resign his or her membership of the committee by notice in writing sent or given to the Chair of the committee, and the resignation shall take effect on the day on which the Chair receives the notice.
- A committee member shall cease to be a member of the committee 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.

## **7. Assessment Process**

An Assessment Panel (the “Panel”) will be convened by the Medical Council to consider and assess the applications received. The Panel will:

- review and discuss the expressions of interest received against the specific experience and skills matrix most beneficial to the Committee;
- assess potential candidates further once they meet the appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Any other selection or verification method deemed appropriate (this may include the Medical Council 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 Governance committee, reporting to the Medical Council.

**Please note that the Medical Council 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 or general statistical purposes.

## **9. Data Protection Acts 1988 & 2003**

Should your name be forwarded to a Selection Panel for consideration, please note that your cover letter and curriculum vitae will be forwarded to the Medical Council finance department in the relevant department and may be retained for a period thereafter.

For further information on Data Protection please follow the link:  
<https://www.medicalcouncil.ie/FOI-Data-Protection/>

## 10. Submitting your expression of interest

Having considered the general suitability criteria for membership of a committee, you should consider carefully how your background and experience fits with the specific functions of the Committees of the Medical Council.

*Please give careful consideration to the possibility of any potential conflict of interest that may exist and address this in your cover letter.*

*Please also state in your covering letter any particular Committee/Committees for which you wish to be considered for appointment, stating the reasons for your suitability for appointment to such committee.*

*The Assessment Panel may decide, based on the perceived level of conflict or any other relevant aspect, not to forward your name for consideration. Full discretion for appointment to any committee rests with the Assessment Panel and/or the Medical Council.*

Your submission should be made by email to [committees@mcirl.ie](mailto:committees@mcirl.ie) containing a cover letter and your **Curriculum Vitae**, no later than close of business **18<sup>th</sup> December 2018**.

Further information is available on the Medical Council website, at the following link [www.medicalcouncil.ie](http://www.medicalcouncil.ie) . If you have any queries, please contact the governance team in the Medical Council by email on [committees@mcirl.ie](mailto:committees@mcirl.ie)

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