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**NUI Galway**

**College of Medicine Nursing and Health Sciences**

**Clinical Lecturer Fixed Term +/- Registrar Positions**

The [School of Medicine](http://www.nuigalway.ie/medicine/) at NUI Galway are looking for suitably qualified and experienced candidates for a number of hospital-based Clinical Lecturer Fixed Term and Clinical Lecturer Fixed Term / Registrar posts commencing in 2015. You will join progressive and professional teams based in NUI Galway School of Medicine or NUI Galway Medical Academies in Sligo, Donegal, Mayo and Ballinasloe. [Learn more about NUI Galway Teaching Hospitals](http://www.wnwhg.ie/)

**Working at NUI Galway School of Medicine**

We offer excellent career development opportunities and benefits for our Clinical Teaching staff, including:

* Supervised hands on experience in course design, delivery andassessment
* Opportunity for professional development in medical education in the form of [Diploma or Higher Degree in Medical Education](http://www.nuigalway.ie/medicine/postgrad.html)
* Exposure and training in a variety of teaching and assessment methods
* Opportunities to grow and develop a network in the medical education field
* Excellent Opportunity to explore career opportunities in clinical education field
* Access to facilities and research at NUIG
* Opportunity to pursue personal research interests in line with the College of Medicine, Nursing and Health Sciences strategy
* Continued Professional Development
* Opportunity to maintain knowledge currency in your discipline
* Access to mentoring and coaching from experienced academic staff in the College
* Opportunity to work with international student and staff community

Contracts may be between one and three years in duration and will be part time and full time. In some cases, rotation between NUI Galway sites may be agreed between the staff member and the Head of School. Applicants may stipulate preference in terms of discipline and location as part of the application process. A panel of suitably qualified applicants will be created and may be offered positions as they arise. A position on the panel does not guarantee an offer of employment.

***Positions for Clinical Lecturer’s Fixed Term and Clinical Lecturers Fixed Term / Registrars may arise in the following Disciplines:***

1. Clinical Skills
2. Medicine
	1. Anaesthesia
	2. Cardiology
	3. Respiratory Medicine
	4. GI
	5. Neurology/Rheumatology
	6. Care of Elderly
	7. Endocrinology
	8. Emergency Medicine
	9. Oncology
	10. Dermatology
3. Surgery
4. Psychiatry
5. General Practise
6. Obstetrics & Gynaecology
7. Paediatrics

Candidates with experience in sub specialities will also be considered.

Appointments will be conditional on **work authorisation** validation and registration with the Irish Medical Council where applicable. Further details are available at [www.djei.ie](http://www.djei.ie)

and [www.medicalcouncil.ie](http://www.medicalcouncil.ie)

**Informal enquiries in relation to the positions which may arise can be made to:**

* Anaesthesia – Michael Scully at michael.scully@nuigalway.ie
* Medicine – Gerard Flaherty at gerard.flaherty@nuigalway.ie
* Surgery- Carmel Malone at carmel.malone@nuigalway.ie
* Paediatrics – Edina Moylett at Edina.moylett@nuigalway.ie
* Psychiatry- Colm McDonald at colm.mcdonald@nuigalway.ie
* General Practise – Andrew Murphy at Andrew.murphy@nuigalway.ie
* Obstetrics and Gynaecology- Geraldine Gaffney at Geraldine.gaffney@nuigalway.ie
* Medical Academy Positions – Rosemary Geoghegan at rosemary.geoghegan@nuigalway.ie

 Queries in relation to the application process may be addressed to Aoife.mcnena@nuigalway.ie

**Job Description**

* + **Teaching (Tutorial, Demonstrating, Lecturing)**
	+ The successful applicant will be required to work with colleagues from diverse disciplines.
	+ Tutorial teaching
	+ Bedside teaching
	+ Clinical presentations
	+ **Research (Publications, Grant Applications/Awards, Ph.D. students**

An interest in undertaking quality research leading to publication is desirable. The applicant will be supported in collaborating with current College and School research themes which include medical education or in developing his/her own research ideas. The applicant will also contribute to the further development of the new curriculum through departmental, year and school committee work. Research on education methodologies would be encouraged.

* + **Administration (Administrative, Management, Wider contribution)**

The appointees will contribute to the further development of the new curriculum through feedback at hospital and school level. They will co-ordinate and collate continuous assessments in consultation with the Strand leaders, and Module coordinators at School Level.

Applicants will be expected to perform anticipated administration activities such as, course timetabling, student rostering, supervising examination delivery, student queries/feedback etc. General departmental administration included; responsibility for leading / managing specific modules**.** Perform administrative duties as required, in collaboration with administrative assistant, in order that teaching will be effective.

* + **Contribution to Community**

Candidates will contribute to NUIG through liaison where appropriate.

Candidates may also contribute to the school of medicine via committee work where feasible. Candidates may be involved with instruction at school/community level.

* + **Other**

Candidates will liaise with the academic team at National University of Ireland, Galway, where appropriate, at regular intervals to update re student progress, highlight problem areas with course delivery, update re changes in course content/delivery, or to address concerns re specific student progress.

**Person Specification**

Applications will be judged against the criteria set out below. Applicants should ensure that their application clearly demonstrates that their skills and experience meet these criteria.

**Essential**

* Medicine – Applicants must have gained or be in the process of completing examinations in MRCP/MRCGP/MICGP
* Surgery – MRCS and BST completed
* Experience in Clinical Medical Education
* Excellent communication and interpersonal skills
* Leadership Qualities
* Experience of working in a team-based environment
* Demonstrable organisation and administration experience

**Desirable**

* Postgraduate qualification in clinical training
* Higher specialist qualification and training
* Third level teaching experience
* Experience in student assessment processes
* Published work in peer-reviewed journals.
* Post graduate qualification in medical teaching
* Experience of problem based teaching methodology

**Salary**

Appointments will be made on the **Lecturer Fixed Term** salary scale: **€62,059 – €76,916** per annum for positions at Above the Bar/Registrar level and **€40,256 - €56,782** (pre Jan 2011 entrant to the public sector) per annum or **€36,230 to €51,104** (post Jan 2011 entrant to the public sector) per annum for positions at Below the Bar salary level. Pro Rata for part time positions.

**How to Apply?**

Applications and expressions of interest will be considered annually with a view to appointments commencing on the 9th January and 14th July respectively each year. Part Time teaching positions may also be available related to temporary leave and appointments may be made from this panel. Part Time Teaching Assistant salary terms and conditions will apply.

Shortlisted applicants will be called to Interview in the months leading up to post start date.

Closing date for receipt of applications is 17:00 (GMT) on Thursday 26th March, 2015. It will not be possible to consider applications received after the closing date.

National University of Ireland Galway is an equal opportunities employer.

**Current NUI Galway employees**

If you are a current NUI Galway employee please use the NUI Galway Employee Self Service (ESS) portal to apply for this post. **Note that access to the ESS portal is currently only available on campus**. The following is a link to the ESS portal:

<http://ess.nuigalway.ie>

The following is a link to a **User Guide** for ESS:

[www.nuigalway.ie/hr/documents/internal/nuig\_user\_guide\_academic\_internal.pdf](http://www.nuigalway.ie/hr/documents/internal/nuig_user_guide_academic_internal.pdf)

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.

Please note that closing dates/ times will not be extended for user error

Late applications will not be accepted.

**Non NUI Galway employees**

If you are not a current NUI Galway employee please use the NUI Galway online recruitment portal to apply for this post. The following is a link to the online recruitment portal:

<http://erecruit.nuigalway.ie>

The following is a link to a **User Guide** for the online recruitment portal:

<http://www.nuigalway.ie/hr/documents/nuig_user_guide_academic_external.pdf>

Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date.

Please note that closing dates/ times will not be extended for user error

Late applications will not be accepted.

**Please submit the following documents under the Applicant CV section of the online form:**

1. A cover letter/personal statementoutlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements for the post of ‘Clinical Lecturer Fixed Term or Clinical Lecturer Fixed / Registrar. Confirm the location/s you are interested in e.g.: Galway , Letterkenny etc
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date.

The completed application document must be submitted online to reach the Human Resources Office no later than **17:00 (GMT) on Thursday 26th March 2014 Please note that an application will ONLY be considered if documents a and b above are fully completed and received by the closing date.**

All applicants will receive an acknowledgement of application. If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@nuigalway.ie

or telephone 091-492151.

 **Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**Pension Entitlements:**

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, **The Single Public Service Scheme** applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.

Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028.

Compulsory retirement age will be 70.

**Declaration:**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

**Assessment Procedure**

**Board of Assessors**

Applications will be considered by a Board of Assessors, which will shortlist and interview candidates and report to the College, the Academic Council and Údaras na hOllscoile.

All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

**Interview Dates**

Candidates will be advised of arrangements in due course.

**(c) Expenses**

 Expenses are paid to candidates invited to the Assessors’ Interview (see (a) above).

**3. Appointment**

All candidates will in due course be notified of the outcome of their application**.** The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority.

**Working at the National University of Ireland Galway**

Please see below website links for further information on working at NUI Galway.

[About Us](http://www.nuigalway.ie/about-us/)

[How to Find Us](http://www.nuigalway.ie/about-us/contact-us/how-to-find-us.html)

[University Leadership](http://www.nuigalway.ie/about-us/university-management/)

[Commencing Employment](http://www.nuigalway.ie/hr/commencing_employment/)

[Staff Development](http://www.nuigalway.ie/staffdevelopment/index.html)

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