

EXPRESSION OF INTEREST INFORMATION BOOKLET

PLEASE READ CAREFULLY

The Health Information and Quality Authority (HIQA) invites expressions of interest from suitably qualified and experienced persons with relevant expertise for consideration for appointment to the position of Chairperson of the Medical Exposure to Ionising Radiation (MEIR) Expert Advisory Group, as a contracted advisor.

Role Title: Chairperson of the Medical Exposure to Ionising Radiation (MEIR) Expert Advisory Group

Contract type: Contracted Advisor

Number of vacancies: One

Term of appointment: An initial term of two years, with the possibility of extension¹ for one additional year, followed by a final year.

Location: It is anticipated that the majority of the work can be undertaken remotely.

Closing date: Expressions of interest should be submitted by email to careers@hiqa.ie by: **5:00pm Monday 13th June 2022.**

¹ HIQA reserves the right to extend this term as set out above, which must be agreed by both parties in advance of contract end.

Time Requirements: It is anticipated that the time requirement will be the equivalent of approximately two days per month, but may be less, with a maximum of approximately 20 days per year. The role will include acting as Chairperson of MEIR Expert Advisory Group meetings which will take place on scheduled dates three times per year. Additional time will be required to read the required material in advance of each meeting and to subsequently prepare a recommendation report outlining the advice of the Group. It is also anticipated that the Chairperson would be available between meetings to respond to queries from the Health Technology Assessment Ionising Radiation team.

Remuneration: Payment will be €550 per day (7.4 hours) or part thereof up to a maximum of €11,000 per annum. It should be noted that the 'One Person One Salary' principle may apply to this appointment.

Appointment: Appointment will be made based on merit and relevant experience. An ideal candidate will have expertise in one or more areas of radiological practice, significant experience as a senior decision maker within an academic, health service, or public health organisation, and a demonstrable history of collaboration and co-ordination in a complex multi-stakeholder environment.

About the Health Information and Quality Authority (HIQA)

HIQA is an independent statutory authority established to promote safety and quality in the provision of health and social care services for the benefit of the health and welfare of the public. HIQA's mandate to date extends across a wide range of public, private and voluntary sector services. Reporting to the Minister for Children, Equality, Disability, Integration and Youth, HIQA has responsibility for the following:

- Setting standards for health and social care services — Developing person-centred standards and guidance, based on evidence and international best practice, for health and social care services in Ireland.
- Regulating social care services — The Chief Inspector within HIQA is responsible for registering and inspecting residential services for older people and people with a disability, and children's special care units.

- Regulating health services — Regulating medical exposure to ionising radiation.
- Monitoring services — Monitoring the safety and quality of health services and children’s social services, and investigating as necessary serious concerns about the health and welfare of people who use these services.
- Health technology assessment — Evaluating the clinical and cost effectiveness of health programmes, policies, medicines, medical equipment, diagnostic and surgical techniques, health promotion and protection activities, and providing advice to enable the best use of resources and the best outcomes for people who use our health service.
- Health information — Advising on the efficient and secure collection and sharing of health information, setting standards, evaluating information resources and publishing information on the delivery and performance of Ireland’s health and social care services.
- National Care Experience Programme — Carrying out national service-user experience surveys across a range of health services, in conjunction with the Department of Health and the HSE.

Role of the Medical Exposure to Ionising Radiation (MEIR) Expert Advisory Group

The transposition of Council Directive 2013/59/Euratom into Irish law in January 2019 designated HIQA as the Competent Authority for medical exposure to ionising radiation. The regulations expanded HIQA’s role beyond its existing function in the healthcare setting to encompass technical, clinical and scientific responsibilities and direction in respect of medical exposure to ionising radiation.

In order to fulfil HIQA’s extended role, a standing MEIR Expert Advisory Group is being established for the purpose of providing expert advice to HIQA. The main purpose of the MEIR Expert Advisory Group is to provide advice on applications for generic justification of practices involving medical exposures to ionising radiation. This Group will also provide advice, where required, on other functions of the Health Technology Assessment Directorate, such as the development of processes around generic justification and the preparation of guidelines on the specific justification of medical radiological procedures on asymptomatic individuals for the early detection of disease outside of a health screening programme, as required by SI 256 of 2018. This standing MEIR Expert Advisory Group will comprise nominees from a range of different stakeholder organisations. Applications to HIQA will include 1) the generic justification of new

practices involving the medical exposure to ionising radiation; and 2) the justification of existing practices involving the medical exposures to ionising radiation where new and important information becomes available. These applications will be initially evaluated by the Evidence Review Team within the Health Technology Assessment Directorate in HIQA and a report will be prepared. Further information on our evidence review and guideline development can be found [here](#). The MEIR Expert Advisory Group will be responsible for:

- Reviewing the reports provided by the Evidence Review Team
- Providing the Director of the Health Technology Assessment Directorate with a recommendation based on the above reports and their expert opinion.

Role of the MEIR Expert Advisory Group Chairperson

The MEIR Expert Advisory Group Chairperson will be responsible for the following:

- Ensuring that there is a quorum at MEIR Expert Advisory Group meetings and that the necessary expertise is represented among the attendees, depending on the modality/modalities being discussed at a given meeting.
- Chairing MEIR Expert Advisory Group meetings with the aim of facilitating and developing a consensus recommendation on an application for generic justification.
- Preparing a recommendation report outlining the advice of the Group and the basis for their recommendation. This recommendation will be provided to the Director of the Health Technology Assessment Directorate at HIQA.
- Providing advice to the Evidence Review Team within the Health Technology Assessment Directorate in HIQA between meetings, when required. This may include advice regarding the requirement for generic justification, current practices, alternatives practices, applicability of international evidence etc.
- Providing advice to the Health Technology Assessment Directorate in HIQA, where required, on other functions such as the development of HIQA's process for generic justification and the preparation of guidelines, as required by SI 256 of 2018.
- This is a new role and therefore a certain degree of flexibility will be required.

Skills and competencies

Candidates must demonstrate their experience at an appropriately senior level (at least 10 years in a senior decision-making role) in one of the following areas:

- Medical physics: diagnostic imaging and/or radiation oncology
- Radiology or radiation oncology
- Radiography or radiation therapy.

Candidates must also demonstrate in their application evidence of the following:

- Proven ability to think critically and communicate opinions in a clear, concise and logical manner.
- Demonstrable commitment to an evidence-based approach, and the ability to evaluate complex healthcare evidence.
- Proven ability to negotiate and challenge constructively, where necessary, with the aim of reaching a shared consensus and collective responsibility.
- Proven ability in influencing a wide range of stakeholders.
- A demonstrably strong sense of personal integrity and a commitment to ensuring confidentiality.
- Excellent verbal and written communication skills.

Desirable

- Previous board/corporate governance or expert advisory experience.
- Strong knowledge of the healthcare system in Ireland.
- Previous experience in evidence synthesis / conducting systematic reviews.

Conflicts of interest

In order to qualify for appointment, a person must not have any legal impediment or conflicts of interest likely to interfere with their ability to assume the role of Chairperson. Please give careful consideration to the possibility of any potential conflict of interest that may exist. A conflict of interest declaration must be included with the application. **Please note, the HIQA conflict of interest declaration form is attached in a separate document within the advertisement.**

The Assessment Panel may decide, based on the perceived level of conflict, not to forward your name for consideration.

How to Apply

Expressions of interest should be submitted by email to careers@hiqa.ie by: **5:00pm Monday 13th June 2022.**

An expression of interest should include all of the following:

- a cover letter expressing suitability and relevant experience for the role;
- a detailed CV; and
- a completed HIQA conflict of interest declaration form (***Please note, the HIQA conflict of interest declaration form is attached in a separate document within the advertisement.***)

Please ensure that your cover letter and CV clearly indicate how your education, background and experience meet the requirements specified in this booklet.

Assessment process

An Assessment Panel (the 'Panel') will be convened to consider and assess the expressions of interest received, comprising the Chief Executive Officer, the Director of the Health Technology Assessment Directorate and the Deputy Director of the Health Technology Assessment Directorate at HIQA.

The Panel will:

- Review and assess the expressions of interest received against the specific criteria (skills and competencies) for the appointment, as advertised in this call for expressions of interest.
- Forward the names of the shortlisted candidates for approval by the Board of HIQA.

Shortlisted candidates will be called for interview.

Confidentiality

Subject to the provisions of the Freedom of Information Act 2014, all enquiries and applications are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the process.

Data protection

Please note that all personal data shall be treated in accordance with the General Data Protection Regulation (GDPR) and Data Protection Acts 1988 - 2018. For further information on how the Health Information and Quality Authority processes your data, please review the privacy notice on our website: <https://www.hiqa.ie/reports-andpublications/corporate-publication/hiqa-privacy-notice>

Equality

The Health Information and Quality Authority is committed to a policy of Equal Opportunity. HIQA encourage applications from diverse candidates. If we can make any accommodations to enable us to see the best version of you during interview, please outline this in your cover letter. All information disclosed will be kept confidential.

Questions and Inquiries

If you have any questions or require any clarification related to this call for expressions of interest, please email careers@hiqa.ie