



Application for Job Share Post

Background

Postgraduate trainees can now avail of job sharing opportunities for a set period of time. Job sharing works on the basis that two trainees will share one full-time post with each trainee working 50% of the hours. The aim of the job share policy is to retain doctors within the medical workforce who are unable to continue training on a full-time basis.

Job-sharing training posts will ordinarily be for the period July to July each year, in line with the training year.

Approved job-share training posts will be for up to 12 months. Any trainee appointed to a job-sharing training post and who wishes to continue in a job-sharing training post after this period will be required to re-apply. Postgraduate trainees are limited to no more than 2 years of training at less than full-time over the course of their training programme.

All requests made under the job-sharing policy will be treated positively. However, a job share post can only be accommodated if applications are received from two trainees who are eligible to be matched to one post. The overall training capacity of a training programme, educational capacity of the post and service commitment will also have to be taken into consideration.

Applications for job-sharing are made directly to postgraduate training body and are open to those training in ST4 onwards.

Please note this process is separate from the [HSE Flexible Training policy](#).

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Eligibility

To be eligible for the scheme trainees must be enrolled in a Postgraduate Training Programme under the auspices of one of the postgraduate training bodies recognised by the Medical Council in Ireland.

A training post can be shared by two trainees who:

- are training in the same specialty and;
- are within two years on the training pathway

For example, a year 2 and year 3 trainee in the same specialty are eligible to share a training post. Trainees who are more than two years apart on the training pathway may job share if a consultant trainer, hospital, and the training director have agreed to the arrangement.

Applications may be made up to 12 months in advance of the proposed date of commencement of the job share post and received no later than November.

Application Process

1. Trainees must complete the **Job Share Request Application Form** and submit it to their postgraduate training body for attention of their Dean or Vice Dean
2. Applications made under the job share policy must be received prospectively, no later than 6 months before the rotation is due to commence
3. Applications will be acknowledged by the Postgraduate Training Body and the timeline for the decision making process will be made clear

Decision Process

Applications will be considered by the Specialty Dean and Vice Dean and governed by the Specialty and the Irish Committee of Emergency Medicine Training (ICEMT).

Applications will generally be considered as part of the allocation process.

The following principles will be adhered to during the decision making process:

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- Request for a job share post can only be considered if applications are received from two trainees who are eligible to be matched to one post
- No existing trainee can be disadvantaged. For example, a trainee cannot have their rotation changed without their agreement to accommodate a job share request
- The job share post must meet the training requirements appropriate to a trainee at that level

If the training body is in a position to offer a job share post a conditional offer will be made to the two trainees in question. The offer can only be confirmed by the postgraduate training body once both trainees have accepted the conditional offer.

If a trainee declines the post offered no further offers of a job share post will be made at that time.

Trainees whose applications for job share which are not successful will be informed of this decision by the postgraduate training body. A reason for the decision will be provided.

The Training Body will do its best to accommodate such requests but applicants must be aware that requests will be dealt with on an individual basis and decisions will be taken based on post availability and educational capacity.

The location of the job share post will be determined by the postgraduate training body and will be made on the basis of educational capacity as well as the agreement of the hospital and consultant trainer.

Complaints Process

Trainees who feel that their application has not been managed in accordance to this guideline can submit supporting evidence of this to the postgraduate training body as a formal complaint. The training body grievance procedures will then be triggered. This will follow Surgical Affairs appeals process; all complaints/appeals must be submitted within 14 days of the offer of a post.

Appeals policy is available upon request.

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Application for Job Share Post

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|---|---------------------------|
| Name | |
| Primary email address | |
| Contact Details | |
| Title | |
| First name | |
| Middle name | |
| Last name | |
| Address | |
| Address line 1 | |
| Address line 2 | |
| Address line 3 | |
| Mobile telephone number | |
| Training Programme Details | |
| Specialty | |
| Year of programme | |
| Location of Current Post | |
| Future Planned Placement (where known, please detail hospital and from and to date) | Hospital: From: To: |
| Expected CCST date | |
| Job Share | |
| Reason for application | |
| Intended Start Date for Job Share Post | |
| Signatures | |
| Applicants Signature | |
| Date | |



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