

Appointment to the Dental Council

Closing Date: 15:00 on Friday 9th March 2018

**State Boards Division
Public Appointments Service
Chapter House, 26 – 30 Abbey Street Upper, Dublin 1**

Telephone Number: 353 1 858 7441

Email: info@stateboards.ie

stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, www.stateboards.ie, is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government. In that regard and in accordance with 13.2 of the Guidelines on Appointments to State Boards, "it is advisable that no member of a State Board should serve more than two full terms of appointment or should hold appointments to more than two State Boards."

The [Code of Practice for the Governance of State Bodies 2016](#) (the Code) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should:

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

Appointment to the Dental Council

Location:	Dublin
Number of Vacancies:	1
Remuneration:	Nil. Travel and Subsistence is payable at Civil Service rates.
Time Requirements:	4 half to full day Council meetings per annum. The three statutory committees also meet 4 times a year for 2 hours approximately 1 month before Council meetings. Newly appointed members will be expected to take an active part in committee meetings (see sections 2 & 4 for more details)

1. Background

An Chomhairle Fiacloireachta, the Dental Council, was established under the provisions of the Dentists Act 1985. Its general concern is to promote high standards of professional education and professional conduct among dentists.

2. Functions and composition of of the Dental Council

The main functions assigned to the Council under the Act are:

- To establish, maintain and publish a Register of Dentists and a Register of Dental Specialists and to provide for the registration and the retention of dentists names in these registers.
- To satisfy itself as to the adequacy and suitability of the dental education and training provided in the State's dental schools and to the standards required at examinations for primary qualifications.
- To inquire into the fitness of a registered dentist to practise dentistry on the grounds of his alleged professional misconduct or his alleged unfitness to practise by reason of physical or mental disability and to take appropriate action. The Council has power, subject in some instances to confirmation by the High Court to advise, admonish, censure, suspend, attach conditions to registration or erase a dentist's name from the Register.
- To make, with the consent of the Minister, schemes for the establishment of classes of auxiliary dental workers.
- To discharge the duties assigned to the Council pursuant to the provisions of EU Dental Directives.
- To advise the dental profession and the public on all matters relating to dental ethics and professional behaviour.
- To advise the Minister on all matters relating to the functions of the Council under the Act.

The Dental Council has a number of Statutory Committees and it is expected that members will participate in one or more of the following committees: Education and Training, Auxiliary Dental Workers Committee and Fitness to Practise Committee.

The Council also has another standing Committee called the Finance and General Purposes Committee and its membership consists of the President of Dental Council, Vice-President, and the chairs of the three statutory committees. This Committee meets about 7 times per year. Its meetings are generally held in the evening and last for 2 hours.

The composition of the current Dental Council is as follows:

Name	Date of Current Appointment	Expiry Date	Basis of Appointment
Liam Lynch	13/11/2015	12/11/2020	Election
Bernard Murphy	13/11/2015	12/11/2020	Election
Rory Fleming	13/11/2015	12/11/2020	Election
Gerard McCarthy	13/11/2015	12/11/2020	Election
Ray McCarthy	13/11/2015	12/11/2020	Election
Danielle Colbert	13/11/2015	12/11/2020	Election
Leo Stassen	13/11/2015	12/11/2020	Election
Marie Kehoe-O'Sullivan	18/05/2017 (replacement)	12/11/2020	Nominated by the Medical Council
John Barragry	13/11/2015	12/11/2020	Nominated by the Medical Council
Muireann O'Neill	12/01/2016	11/01/2021	Nominated by the Minister for Health
Eleanor O'Higgins	12/01/2016	11/01/2021	Nominated by the Minister for Health
James Doorley	12/01/2016	11/01/2021	Nominated by Minister for Health, after consultation with the then Minister for Jobs, Enterprise and Innovation
Bryan Maguire	13/11/2015	12/11/2020	Nominated by the Minister for Education and Skills
Gerry Cleary	13/11/2015	12/11/2020	Nominated by the Royal College of Surgeons in Ireland
Brian O'Connell	13/11/2015	12/11/2020	Nominated by Trinity College Dublin
Claire Healy	13/11/2015	12/11/2020	Nominated by Trinity College Dublin
Martin Kinirons	13/11/2015	12/11/2020	Nominated by University College Cork
Frank Burke	13/11/2015	12/11/2020	Nominated by University College Cork

3. Legislative Provisions

The Dentist Act 1985 states that:

- 9.—(1) The Council shall consist of 19 members appointed in the following manner, that is to say—
- (a) two persons appointed by each of the following bodies—
 - (i) University College Cork, `
 - (ii) the University of Dublin;
 - (b) one person appointed by the Royal College of Surgeons in Ireland;
 - (c) seven fully registered dentists resident in the State appointed by election by fully registered dentists;
 - (d) two persons appointed by the Medical Council;
 - (e) one person appointed by the Minister for Education;
 - (f) four persons appointed by the Minister (*for Health*), at least two of whom—
 - (i) shall not be registered dentists, and
 - (ii) shall, in the opinion of the Minister, after consultation with the Minister for Industry, Trade, Commerce and Tourism, represent the interests of the general public as consumers of dental services.

The Council elects one of its members to be President of the Council and another of its members to be Vice-President of the Council.

4. Person Specification

The Minister for Health invites applications to be made under Section 9(1) (f) for a member who is able to represent the interests of the general public as consumers of dental services. This appointment will be made in consultation with the Minister for Business, Enterprise and Innovation. The member will be expected to sit on the Fitness to Practise Committee.

Members of the Fitness to Practise Committee will be required to sit on Inquiries. There are generally 2-3 Inquiries per year, in addition to scheduled committee meetings. As the Dental Council is obliged, under the Dentists Act, to have at least one of the two representatives of dental consumers on every Inquiry it is vital that the people appointed commit to being available to sit on Inquiries. This commitment could be 10-15 days over the five year term, and possibly more, in addition to the ordinary committee meetings.

Candidates for appointment under this category must demonstrate:

- Experience which is indicative of the ability to speak on behalf of others and/or to represent consumer interests and/or to evaluate professional performance
- Willingness and availability to serve on the Fitness to Practice Committee

Applicants for this vacancy cannot be registered dentists.

This role requires a sense of duty, flexibility and dedication to public service. Applicants should therefore consider whether they are available to engage fully with the work of the Council and sit on the relevant sub-committees.

Applicants should have the following attributes:

- Effective judgement. It is important to consider diverse opinions, including the needs of the consumer, and maintain own values and opinions despite opposition and influence;
- Independent thinking and open mindedness;
- Effective communication skills;
- Ability to consider information and follow a logical sequence to make decisions, to focus on improvement
- Commitment to acting in the public interest and understanding of the role that the Dental Council plays in protecting the public.

It is desirable that candidates demonstrate in their application evidence of:

- Knowledge of the legal and regulatory environment
- An understanding of the environment that the Dental Council operates in and its relationships with key stakeholders
- Knowledge of the Irish health system, higher education system and research.
- Knowledge of corporate governance/previous board experience

5. Term of Appointment

Under the Act, appointments to the Dental Council are for a period of 5 years, subject to:

- Candidates may not have already served more than two consecutive terms on the Dental Council.
- The membership of any member of the Dental Council may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A member of the Dental Council may resign his or her membership by notice in writing sent or given to the Council, and the resignation shall take effect on the day on which the Council receives the notice.
- Members of the Dental Council shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.

The appointee who fills the current vacancy will serve as a member of the Council for the unexpired term of office of the person whom he/she replaces, i.e. until 11th January 2021.

The roles and responsibilities of Dental Council members are described in [Code of Practice for the Governance of State Bodies \(2016\)](#) which is available on the website of the Department of Public Expenditure and Reform.

A Council member shall cease to be a member of the Council 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.

A new Bill is currently being developed to replace the Dentists Act 1985. The term of office of the Dental Council will be reviewed as the legislative process progresses.

6. Submitting your Application

Before submitting your application, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet. **Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this board.**

Your submission should be made via the following link www.stateboards.ie together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

IMPORTANT NOTE

Please take care when submitting your application. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

If you have any questions regarding the application process please email info@stateboards.ie.

7. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the applications received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
 - Consideration of the written applications; and/or
 - Meeting¹/conference call; and/or
 - Referee checks; and/or

¹ The Public Appointments Service will not be responsible for refunding any expenses incurred by candidates.

- Any other selection or verification method deemed appropriate (this may include PAS 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 Ministers.

Please note that the Public Appointments Service 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 for general statistical purposes.

9. Data Protection Acts 1988 & 2003

Should your name be forwarded to a Minister for consideration, please note that your cover letter and curriculum vitae will be forwarded to the State Board Liaison Officer in the relevant department and may be retained for up to one year.

For further information on Data Protection please follow the [link](#)

APPENDIX 1

Submitting your application:

In order to submit your application, you should take the following steps:

1. Go to www.stateboards.ie.
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on www.publicjobs.ie and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
8. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
9. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.