Expression of Interest
Appointment to the Disabled Drivers Medical Board of Appeal

Location:	National Rehabilitation Hospital Rochestown Avenue, Dún Laoghaire, Co. Dublin A96 RPN4
Number of Vacancies:	2
Remuneration:	€500 per three-hour session If a locum needs to be sourced to cover the Board Member's practice, a rate of €350 per session can also be claimed.
Time Requirements:	It is anticipated that the Board will meet not less than 24 days a year and may, depending on the number of appellants on the waiting list, meet at most 48 days a year. While there is a legal requirement for a minimum of 5 members (the Board can operate with less than 5 members for a period of time in the event of a member's resignation), only a quorum of 3 is required for a given appeal hearing. There are four standing members of the Board, one of whom is appointed as Chair. Precise time requirements will be for the Board Members to agree amongst themselves.
How to apply:	Your expression of interest, including: 1) a completed application form, 2) Curriculum Vitae and 3) a signed cover letter should be e-mailed to: medical_board@health.gov.ie
Closing Date:	**3:00pm, Friday, 14 March 2025**

1. Expressions of Interest Invited

The Minister for Health and the Minister for Finance invite expressions of interest from suitably qualified and experienced medical practitioners interested in being appointed as a member of the Disabled Drivers Medical Board of Appeal ("the Board'). Expressions of Interest will be accepted up to and including **3:00pm, Friday, 14 March 2025**.

The Board determines appeals by applicants to the Revenue Commissioners' *Disabled Drivers and Disabled Passengers (Tax Concessions) Scheme* (DDS), who have been refused a Primary Medical Certificate by the Health Service Executive (HSE). A Primary Medical Certificate is a requirement for the DDS.

2. Background

The Disabled Drivers Medical Board of Appeal was established in 1989, on foot of the enactment of Section 92 of the Finance Act 1989 and S.I. 340 of 1989 to act as an appeals body for those applicants refused a Primary Medical Certificate by a HSE Principal Medical Officer or Senior Medical Officer in respect of the Scheme.

S.I. 353 of 1994 (https://www.irishstatutebook.ie/eli/1994/si/353/made/en/print) further elaborates the membership and functions of the Board. Amendments set out in S.I. 469 of 2004

now governs the operation of the Board and the Scheme more generally. (https://www.irishstatutebook.ie/eli/2004/si/469/made/en/print).

There have been a number of statutory amendments since, slightly modifying operational aspects of the Board including S.I. 566 of 2005 in respect of reserve members and S.I. 368 of 2009 in respect of an Acting Chair.

The Regulations specify the nomination by the Minster for Health, and appointment by the Minister for Finance, of **at minimum** five (5) members to the Board, one of whom is appointed by the Minister for Finance to be the Chairperson of the Board.

Each member serves a term of office of four years, with the possibility of successive re-appointments, on the nomination of the Minister for Health. The Board is independent in the exercise of its functions.

3. Overview Disabled Drivers & Disabled Passengers Scheme

The *Disabled Drivers & Disabled Passengers Scheme* (DDS) provides relief from Vehicle Registration Tax (VRT) and Value-Added Tax (VAT) on the purchase and use of an adapted car, as well as an exemption from motor tax and an annual fuel grant.

In order to qualify for relief, the applicant must hold a Primary Medical Certificate issued by the relevant HSE Principal Medical Officer or Senior Medical Officer; or a Board Medical Certificate issued by the Board. Certain other qualifying criteria apply in relation to the vehicle, in particular that it must be specially constructed or adapted for use by the applicant.

To qualify for a Primary Medical Certificate an applicant must be permanently and severely disabled, and satisfy at least one of the following medical criteria:

- be wholly or almost wholly without the use of both legs;
- be wholly without the use of one leg and almost wholly without the use of the other leg such that the applicant is severely restricted as to movement of the lower limbs;
- be without both hands or without both arms;
- be without one or both legs;
- be wholly or almost wholly without the use of both hands or arms and wholly or almost wholly without the use of one leg;
- have the medical condition of dwarfism and have serious difficulties of movement of the lower limbs.

In the event that a Primary Medical Certificate is not granted by the relevant HSE Medical Officer, an appeal may be made to the independent Disabled Drivers Medical Board of Appeals.

The medical criteria are included in the Finance Act 2020, by way of amendment to Section 92 of the Finance Act 1989. Further information on the *Disabled Drivers and Disabled Passengers Scheme* is available at: https://www.revenue.ie/en/vrt/reliefs-and-exemptions/scheme-for-persons-with-disabilities.aspx.

4. Functions of the Board

Appeals Process

A person who is dissatisfied by a decision of the HSE Principal Medical Officer or Senior Medical Officer in respect of primary medical certification may appeal to the Board within 28 days of the

person first being informed of that decision, or such longer period as the Board may allow, and the person concerned is informed of the right to so appeal.

During the appeals process three doctors are present, a relevant history is taken, the scheme and criteria are explained and the appellant is assessed. Following the assessment, the Board members discuss each case and make a careful decision, based on the criteria, as to whether the appellant does, or does not, meet one of the six criteria.

Where the Board determines that the appellant meets one or more of the criteria specified in Section 36 of the Finance Act 2020, it can issue a Board Medical Certificate, allowing the appellant to apply for DDS provisions from the Revenue Commissioners. Appellants who have been refused can submit a request for another appeal hearing 6 months after the notification of refusal. The actions and decisions of the Board can be reviewed by the Ombudsman in accordance with the Ombudsman Acts.

Appeal hearings

The National Rehabilitation Board originally hosted the Board, from 1989 to 2000. From 2000 onwards the Board has been hosted by the National Rehabilitation Hospital (NRH). It is anticipated that the Board will meet not less than 24 days a year and may, depending on the number of appellants on the waiting list, meet at most 48 days a year. While there is a legal requirement for a minimum of 5 members (the Board can operate with less than 5 members for a period of time in the event of a member's resignation), a quorum of 3 is only required for individual meetings. There are four standing members of the Board, one of whom is appointed as Chair. Precise time requirements will be for the Board Members to agree amongst themselves. Each appeal hearing consists of two, three-hour sessions. Each appeal hearing typically assesses 14 appeal cases.

5. Person Specification

It is essential that candidates:

- Are registered with the Irish Medical Council;
- Can commit to the time required;
- Can capably participate in a hearing, with impartiality and efficiency to produce sound, reasoned and robust decisions within a specified timeframe, details as set out above at Section 4 above;
- Are familiar, or can quickly gain familiarity, with the requirements to determine if an individual meets, or does not meet, DDS eligibility criteria as set out in primary legislation.

It is desirable that candidates:

- Have expertise in Rehabilitation medicine;
- Have demonstrable evidence of clinical experience and professional expertise in working with those with a disability;
- Are familiar with disability supports and services provided in Ireland, nationally and at a community level;
- Have working knowledge of Irish strategies and policy objectives with respect to people with a disability.

6. Remuneration

Board Member remuneration is €500 per three-hour session.

If a locum needs to be sourced to cover the Board Member's practice, a rate of €350 per session can also be claimed.

Payment of fees are subject to the One Person, One Salary (OPOS) in respect of Public Sector Employees' (see Circular: https://circulars.gov.ie/pdf/letter/per/2011/01.pdf).

7. Submitting your Expression of Interest

Your expression of interest, including: **1)** a completed application form**, 2)** Curriculum Vitae (C.V.) and **3)** a signed cover letter should be e-mailed to: medical_board@health.gov.ie

The application form can be downloaded from:

- Department of Health (www.gov.ie)
- Department of Finance (www.gov.ie)

Important Note

Please take care when submitting your expression of interest. As the Selection 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 that your cover letter and supporting C.V. clearly specifies how your particular background and experience meets the requirements specified in this booklet; and

2. Ensure that you fully complete the Application Form.

This will help to ensure that the Selection 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 Board. Please only include information that is directly relevant to the role for which you are applying.

If you have any questions regarding the application process, please forward your queries by e-mail to: medical_board@health.gov.ie

8. Assessment Process

A Selection Panel (the "Panel") will be convened by the Department of Health to consider and assess the expressions of interest received. The Panel will:

- Review and discuss the expressions of interest received against the specific appointment criteria for the roles, as advertised in this information booklet;
- Assess potential candidates further once they meet the specified appointment criteria by undertaking the following steps:
    - Consideration of the written applications; and/or
    - Meeting/conference call; and/or
    - Any other selection or verification method deemed appropriate.
- Arrive at a shortlist of the most suitably qualified candidates based on the information provided by the candidates.

- Subject to verification of Irish Medical Council Registration, qualifications, satisfactory referee checks and Garda clearance, the names of suitably qualified candidates who qualify for the short list, will be sent forward for consideration by the Minister for Health for nomination to the Minister for Finance.
- All applicants will be informed of the outcome of their application in due course.

Please note that the Department of Health will not be responsible for any expenses incurred by candidates as part of the selection process.

9. Confidentiality

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquiries, 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.

10. Data Protection

The Data Protection Act 2018 provides that the processing of personal data shall be lawful where such processing is necessary for the performance of a statutory function of a controller.

On receipt of your expression of interest to the e-mail medical_board@health.gov.ie (including your C.V., cover letter and Application Form requested as part of the application process), the Department of Health will act as a data controller of such data and will retain it for up to one year following the appointments. Unless you request the withdrawal of your application, such data may be used in considering your suitability for other similar vacancies that arise for this Board, for a period of up to one year.

11. Other information

The Ministers will have regard to the desirability of gender balance on the Board, as the Ministers consider appropriate.

By submitting an expression of interest, the applicant accepts that appointments are made in the exercise of a statutory discretion, that the Ministers are not obliged to consider the expressions of interest offered, that they are not confined to recommending an appointment from amongst those who have expressed an interest and are not bound by any statement set out in the notice.

Applicants should also set out clearly any actual or potential conflicts of interest that may arise should they be appointed to the Board.