



Údarás Uchtála na hÉireann
Adoption Authority of Ireland

Role of Medical Advisor

Issued by:

The Adoption Authority of Ireland
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Overview and Background

The Adoption Authority of Ireland (AAI), established on 1 November 2010 under the Adoption Act 2010, is an independent quasi-judicial body under the aegis of the Department of Children, Disability, and Equality (DCDE). The AAI is also, in line with The Hague Convention on the Protection of Children and Co-operation in Respect of Intercountry Adoption, the central authority for intercountry adoption in Ireland. The purpose of the Adoption Act 2010 is to improve standards in both domestic and intercountry adoption.

The AAI also has functions under the Birth Information and Tracing Act 2022 (BITA) which was signed into law on 30 June 2022. Under this legislation, all persons who were adopted, boarded out, nursed out, the subject of an illegal birth registration, or resident in a county or mother and baby institution can apply for access to their birth certificates, birth, care and early life information. The AAI is one of two state bodies providing these services, the other being Tusla, the Child and Family Agency. The BITA legislation also places the Contact Preference Register (CPR), maintained by the AAI, on a statutory footing, creating a robust tracing service (operated by both the AAI and by Tusla), and provides a full and clear right of access to birth certificates, birth, care and early life information for all persons who were adopted, boarded out, the subject of an illegal birth registration or resident in a county or mother and baby institution.

The AAI delivers services across the following areas:

- Domestic Adoption
- Intercountry Adoption
- Records
- Archives
- Data Protection and FOI
- Information Services and Records
- Social Work
- Accreditation
- Research

The AAI is governed by a 7-member Board appointed by the Minister for Children, Disability, and Equality.

The AAI is responsible for granting all domestic adoption orders and for granting all declarations of eligibility and suitability to prospective adopters in advance of their adopting abroad and in Ireland. The AAI is responsible for registering and supervising all adoption service providers and for maintaining the Register of Accredited Bodies, which is the list of providers accredited by the AAI. The AAI maintains the Register of Intercountry Adoptions, (RICA), in which details of inter-country adoptions are entered.

The AAI's Mission, Vision and Values are illustrated below:

Our Mission:

To ensure the provision of the highest possible standards of adoption-related services, with the best interests of the child and young person as the first and paramount objective, and act as the memory institution for our service users.

Our Vision:

To be the centre of excellence, and principal authoritative source of information, on all aspects of adoption and adoption-related services and to deliver these services in a way that is consistent, high-quality, trusted and responsive.

Our Values:

Empathy and Respect

We recognise that adopted people of all ages, birth and adoptive families all have their unique circumstances and needs. Our services are highly consequential to them, and we commit to being sensitive and conscious of each person's needs as we deliver our functions. Everybody that engages with us is treated courteously and with dignity. We listen to and are focused on empowering our staff, our partners and our service users.

Integrity and Accountability

We are honest, open and transparent in the delivery of services, being clear about what we do, why we do it and how we do it, and communicating the consequences of our actions.

Collaboration and Teamwork

We work as a team, and as part of a wider team with our staff, partners and service users in the delivery of our functions. Through collaboration and communication, we ensure the highest standard of service delivery and uphold our duties as a trusted service provider and regulator.

Adaptability and Innovation

We embrace change and build the resilience of both our staff and the organisation so that we can respond and adapt to the ever-changing legal and societal environment. This is underpinned by a culture that fosters innovation and encourages ongoing quality improvement in the delivery of our functions and services.

For more information on the AAI, please visit our website at www.aai.gov.ie.

Requirement

The AAI is seeking a Medical Doctor, preferably with experience in paediatrics, to advise the Board of the Adoption Authority of Ireland on medical matters arising in the processing of adoption applications. The successful candidate is expected to advise on medical information regarding prospective adoptive parents and children placed for adoption. There are three main sources of medical information: -

- The medical practitioner of the prospective adoptive parents
- The medical practitioner of the adoptee
- The medical advisor for the central authorities

The Medical Advisor is expected to interpret and provide an opinion to the AAI on this medical information. The Medical Advisor will provide opinions based on the medical documentation available in each case file. There are no in-person consultations required as part of the process. The volume of opinion is typically between 0-10 monthly.

Candidate Requirements

- Registered medical practitioner, eligible to practice in Ireland
- Experience in paediatrics (desirable)
- Ability to interpret medical reports
- Strong written communication skills
- Ability to meet short turnaround timelines

The **key responsibilities of the role** include, but are not limited to: -

- Ongoing review of files on pre-adoption medical issues relating to;
 - adults: illnesses or conditions likely to cause reduced capacities to care for an infant / child on a daily basis
 - children: impact on child's development of specific illness, and outline of likely care needs as indicated from the background medical information as provided on file
- Prepare and return recommendations on individual cases to the Social Work Team by means of a report - the structure of which will be predetermined. Please note, the

Intercountry Adoption process requires prompt response times (typically within 48 hours).

- Where necessary, recommend the referral to a specialist, if required.
- Where requested on occasion, appear before the Board of the Authority to provide opinion on medical information contained on file.

Contract

The contract will operate initially for a 12-month period. Following this period, and subject to satisfactory performance, the AAI may at its sole discretion extend the term of the contract for a further period of 12 months, with a maximum of two such extensions.

Prior to commencement, a reporting procedure will be agreed between the successful candidate and the Social Work Team Leader, who will be responsible for managing the contract.

Availability Requirements

Due to the short turnaround times (typically within 48 hours), the successful candidate must be available on a regular basis and notify the AAI in advance of any periods of unavailability.

Data Transfer and Sharing

To support the administration of reporting, the successful candidate will be provided with a device to access the relevant documentation for review securely. The downloading of sensitive, identifiable data will neither be required nor permissible as part of this role.

Fees

An annual retainer of €5,000.00 will be paid on a quarterly basis, plus €125.00 per report and €75.00 for supplementary reports if required, plus travel expenses where applicable. Invoices should be submitted on a quarterly basis.

Queries

If you have any queries about this role, please email corporate@aai.gov.ie

Application Process

Please submit a detailed CV along with a cover letter outlining your interest in this role, on or before, **12 noon on Friday, 10th July** to the following email: corporate@aai.gov.ie. Please insert “Medical Advisor” in the subject line of the email.

Selection Methods

An expert panel will be established to oversee the selection process. This may involve shortlisting based on application details and a competitive interview.

The AAI will carry out all appropriate checks before making a final decision. No appointment will be confirmed until the process is fully complete.

Interviews are expected to take place in late July.

The successful applicant must be fluent in English.

Candidates must be eligible to practice in Ireland without any restrictions.

The AAI is an equal opportunities employer.