



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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Health Service Executive  
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19<sup>th</sup> February 2007

HSE HR Circular 003/2007

**To: Each Assistant National Director of Human Resources**

**Cc: Ms. Laverne Mc Guinness, National Director of Primary, Community & Continuing Care.  
Each Local Health Office Manager**

**Re: Regularisation of employment status of long-term acting Assistant Directors of Mental Health Nursing**

As it is not intended that acting-up arrangements would continue for excessive periods, the Health Service Executive now intends to regularise the employment status of long-term acting Assistant Directors of Mental Health Nursing, as follows:

Where an individual has been assigned to an approved Assistant Director of Mental Health Nursing post on an acting-up basis on or before 1<sup>st</sup> January 2004 and has continued in that position uninterrupted since assignment and where there is no substantive post-holder, such individuals will be confirmed in the grade with immediate effect subject to:

- The individual has undergone a competitive interview prior to assignment,
- The assignment has been continuous since 1<sup>st</sup> January 2004,
- The individual holds the qualifications set out for the post of Assistant Director of Mental Health Nursing.
- No additional posts or acting-up arrangements will ensue as a result of this initiative.

Human Resource Departments should arrange for the implementation of this Circular with effect from 1<sup>st</sup> February 2007. Any queries should be directed to Mr. Gerry Bellew, Senior Industrial Relations Executive, HSE Employers Agency, 63-64 Adelaide Road, Dublin 2, Telephone No. 01-6626966.

Yours sincerely,

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**Martin Mc Donald,**  
**National Director of Human Resources.**