



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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Feidhmeannacht na Seirbhíse Sláinte  
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HSE HR Circular 014/2012

29<sup>th</sup> May 2012

**To: Each Member of Management Team, HSE;  
Each Regional Director of Operations, HSE;  
Each Regional Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE**

**Re: Policy on Annual Certification of Registration of Nurses and Midwives with An Bord Altranais**

**Dear Colleagues**

The HSE has reviewed HR *Circular 004/2010 re Policy on the Management of Professional Registers and Amendments to such Registers* and is replacing it with separate policies on a) the treatment of erasures and sanctions b) individual policies covering the verification of annual registration with the six regulatory authorities; An Bord Altranais, the Irish Medical Council, the Dental Council, the Pharmaceutical Society of Ireland, the Health and Social Care Professionals Council (CORU) and the Pre Hospital Emergency Care Council and c) checking of professional registers at recruitment and on promotion.

The attached policy '*HSE Policy on Annual certification of registration of Nurses and Midwives with An Bord Altranais*' replaces '*HSE HR Circular 004/2010 Policy on the Management of Professional Registers and Amendments to such Registers*' in respect of the verification of annual registration of nurses and midwives with An Bord Altranais.

The purpose of this revised policy and procedure is to protect patients, service users and HSE employees and to provide evidence in support of good governance.

This new document states that it is the policy of the Health Service Executive (HSE):

- to employ and to maintain in employment nurses and midwives who on appointment furnish the HSE with proof of their appropriate registration in the relevant division of the register maintained by An Bord Altranais
- to require nurses and midwives to certify annually, by way of the Patient Safety Assurance Certificate (PSAC), Appendix 1
  - that they are appropriately registered in the relevant division/s of the register maintained by An Bord Altranais
  - that they will advise the HSE without delay if there is any change in their registration status by way of restrictions or conditions placed on their practice or through erasure from the register or any other change to their professional status
  - the name under which they are registered with An Bord Altranais and their Personal Identification Number.(PIN)
  - that they have advised An Bord Altranais of their current personal and professional details with reference to section 27 (5) of the Nurses Act 1985.

Implementation of the policy and procedure requires:

- nurses and midwives to complete the Patient Safety Assurance Certificate (PSAC) by the 6<sup>th</sup> July annually
- the verification of the information received by accessing the website of An Bord Altranais and,
- the entering of specified data into the SAP HR system for HSE Regions and directorates on SAP HR
- HSE South to record the specified data in appropriate employee records system as SAP HR has not been deployed in this Region.

The operation of the policy and procedure will be reviewed in August each year by nominations from the Office of Nursing and Midwifery Service Director, Quality and Patient Safety Directorate, the AND of National HR Services and Performance Management & Management Information.

The formal revision of the policy will take place in October 2012 which will take into account the outcome from the review carried out in August and any changes required following enactment of additional sections of the Nurses and Midwives Act 2011 dealing with annual registration and erasure from the register for non payment.

This policy is effective from the 29<sup>th</sup> of May 2012.

Please bring this policy to the attention of all relevant staff in your area of responsibility.

The policy will be available on the HSE Intranet and Website at the following links:

[http://hsenet.hse.ie/Intranet/Working\\_in\\_the\\_HSE/resources/?importUrl=http://localhost:82/eng/staff/Resources/hrppg/](http://hsenet.hse.ie/Intranet/Working_in_the_HSE/resources/?importUrl=http://localhost:82/eng/staff/Resources/hrppg/)

<http://www.hse.ie/portal/eng/staff/Resources/hrppg/PoliciesProcedures.html>

Any queries in respect of this Circular should be directed to Mr. Paddy Duggan, Performance, Management & Management Information, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Tel: 045 880400 or by e-mail to [paddy.duggan2@hse.ie](mailto:paddy.duggan2@hse.ie)

Yours sincerely



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**Barry O'Brien**  
**National Director of Human Resources**



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## HSE Policy on Annual Certification of Registration of Nurses and Midwives with An Bord Altranais

<b>Document developed by</b>	<b>Quality &amp; Patient Safety, Integrated Services Directorate, Performance &amp; Financial Management, National HR Directorate (PM&amp;MI)</b>		
<b>Revision number</b>	<b>0</b>	<b>Document approved by</b>	<b>Mr. Barry O'Brien, National Director of Human Resources</b>
<b>Approval date</b>	<b>29<sup>th</sup> May 2012</b>	<b>Responsibility for implementation</b>	<b>As specified in Section 6</b>
<b>Revision date</b>	<b>October 2012</b>	<b>Responsibility for review and audit</b>	<b>As specified in Section 8</b>

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## **1.0 Policy Statement**

- 1.1 It is the policy of the Health Service Executive (HSE) to employ and to maintain in employment nurses and midwives who on appointment furnish the HSE with proof of their appropriate registration in the relevant division/s of the register maintained by An Bord Altranais.
- 1.2 It is the policy of the HSE to require nurses and midwives to certify annually, by way of the Patient Safety Assurance Certificate (PSAC), Appendix 1:
  - 1.2.1 That they are appropriately registered in the relevant division/s of the register maintained by An Bord Altranais
  - 1.2.2 That they will advise the HSE without delay if there is any change in their registration status by way of restrictions or conditions placed on their practice or through erasure from the register or any other change to their status
  - 1.2.3 The name under which they are registered with An Bord Altranais and the Personal Identification Number (PIN).
- 1.3 It is the policy of the HSE to suspend from employment any nurse or midwife who does not provide the PSAC by the 6th July annually to their head of discipline or service manager.
- 1.4 The HSE reserves the right to report to An Garda Siochana, in support of section 49 of the Nurses Act 1985 (see 7.5 below), any employee of the HSE who presents themselves as a nurse or midwife to the HSE or practises as a nurse or midwife in the HSE without the appropriate registration in the relevant division/s of the register maintained by An Bord Altranais.

## **2.0 Purpose**

The purpose of this policy and procedure is to protect patients, service users and HSE employees and to provide evidence in support of good governance.

## **3.0 Scope**

This Policy and procedure applies to:

- 3.1 Each individual employed as a nurse or midwife by the HSE
- 3.2 Each person employed in a position that requires a nursing or midwifery qualification, e.g. Bed Managers in certain hospitals,
- 3.3 The Directors of Nursing/Midwifery

- 3.4 Any nurse or midwife who is normally employed in a non nursing role but who practices as a nurse or midwife on an occasional basis e.g. relief cover at weekends, holidays etc.
- 3.5 Managers of Services, who are not Directors of Nursing/ Midwifery who are responsible for managing nurses and midwives
- 3.6 Each National Director, Regional Director of Operations, Hospital Group Manager, Area Manager, Assistant National Director of Human Resources at Regional level, Assistant National Director of Human Resources National HR Services and the individuals designated by them for the purpose of ensuring compliance with this policy and procedure

#### 4.0 Legislation/other related policies:

The relevant primary legislation is The Nurses Act 1985  
Specifically but not limited to

- Part III, Registration Section 27
- Part V, Fitness to Practise
- Part VI Miscellaneous, Section 49

Other relevant legislation: Data Protection Act 1988 and amendment Act 2003

HSE related policies: Disciplinary Procedure for Employees of the Health Service Executive

#### 5.0 Glossary of Terms and Definitions:

- **The Act** - The Nurses Act 1985
- **Other staff record systems** - As SAP HR has not been deployed in HSE South it will use its existing staff record system to comply with this policy and procedure
- **PIN** - The Personal Identification Number assigned by an Bord Altranais to each registered nurse and midwife
- **PSAC** - Patient Safety Assurance Certificate
- **Regional** - Refers to HSE Dublin Mid Leinster, Dublin North East, West AND South
- **Service Manager** - A manager who is not a Director of Nursing / Midwifery but has responsibility for managing nurses or midwives

#### 6.0 Roles and Responsibilities

- 6.1 **The individual nurse or midwife** is, as a condition of their employment, personally responsible and accountable for maintaining appropriate

registration in the relevant division of the register maintained by An Bord Altranais.

- 6.2 **The individual nurse or midwife** is personally responsible for completing the PSAC by the 6<sup>th</sup> July annually.
- 6.3 **The Director of Nursing/Midwifery or Service Manager with responsibility for nurses or midwives** is responsible for:
  - 6.3.1 Requesting each nurse and midwife to complete the PSAC by the 6<sup>th</sup> July annually
  - 6.3.2 Advising each nurse or midwife that failure to complete the PSAC by the appointed date may result in suspension from employment and investigation under the HSE's Disciplinary Procedure
  - 6.3.4 Storing the completed PSAC in the local site
  - 6.3.5 Validating the registered name, the PIN number and registration in the divisions of the register supplied on the PSAC using the website of An Bord Altranais
  - 6.3.6 Ensuring that the information contained in the completed PSAC is entered into the SAP HR system, or other staff record systems (HSE South), using the local personal administration procedures for amending employee information, see 7.3
  - 6.3.7 Advising the relevant Regional AND of HR, or National Director in the case of Corporate employees, through local HR managers where they exist, of the names of the nurses and midwives who fail to complete the PSAC by the appointed date
  - 6.3.8 Advising any nurse or midwife who fails to complete the PSAC by the appointed date that, on the grounds of patient safety, they may be suspended from employment pending further investigation of their registration status in compliance with this policy and procedure
- 6.4 **The Regional Assistant National Directors of HR and the Assistant National Director of National HR Services shall:**
  - 6.4.1 Establish a process within their Region or Service that will ensure that the required information is recorded on the SAP HR system or other staff record system (HSE South) by the 31<sup>st</sup> July annually
  - 6.4.2 Ensure that a failure to complete a PSAC is managed in compliance with this policy and is investigated using the HSE's Disciplinary Procedure
  - 6.4.3 Report to the RDO details of the reported failures to complete the PSAC, the actions taken in respect of these failures and the outcome of these actions

6.5 **Each National Director is responsible** for ensuring that this Policy and Procedure is implemented in their Directorate. Each National Director is also responsible for identifying and implementing the necessary systems and processes within their Directorate in support of this policy and procedure.

6.6 **The Nursing and Midwifery Services Director shall:**

6.6.1 Publish each December on the HSE's intranet a notice advising all nurses and midwives of the requirement to complete the PSAC by the 6<sup>th</sup> July the following year

6.6.2 Send by e-mail this notice to each Director of Nursing/Midwifery for the information of nurses and midwives in their services

6.6.3 Have a suitable notice published in the appropriate issue of the HSE staff magazine Health Matters

6.6.4 Have this policy and the PSAC form published on the Office of the Nursing and Midwifery Services section on the HSE's intranet and website.

## 7.0 Procedure

### 7.1 Annual completion of the PSAC

The relevant Director of Nursing/Midwifery or Service Manager will by the 31<sup>st</sup> January each year request each nurse or midwife to complete and return the PSAC to them by the 6<sup>th</sup> July.

7.2 A copy of the completed and validated PSAC will be sent, using local procedures, by the Director of Nursing / Midwifery or relevant Service Manager to the local SAP HR / other staff records' system office. A copy will be maintained locally by the relevant Director of Nursing/Midwifery or Service Manager for audit purposes.

7.3 The following information will be entered into the SAP HR system or other staff record system by the designated personal administration section,

#### Information required

Information required	SAP HR field
• Name of the statutory regulatory authority	(ID Type)
• Individual's PIN	(ID number)
• PSAC expiry date of the 31 <sup>st</sup> December annually	(Valid to)
• Renewal date in all cases 1 <sup>st</sup> January	(Renewal date)
• Birth name	(Birth name)

Nurses or midwives who submit the PSAC will have the status **Active** entered in their record in the *Application Status* field on SAP HR. A similar description will be entered in the appropriate field in other staff record systems.

7.4 The names of the nurses and midwives who by the 6<sup>th</sup> July have not supplied the PSAC will be forwarded by the Director of Nursing/Midwifery



or relevant Service Manager, through local HR managers where they exist, to the Regional Assistant National Director of HR, or National Director in the case of Corporate employees.

- 7.5 Following a preliminary review of the facts by the Regional AND of HR and the Director of Nursing/Midwifery or relevant Service Manager, the nurse or midwife may be suspended from employment pending a full investigation using the HSE's Disciplinary Procedure.
- 7.6 The transmission, storage and recording of the PSAC will be reviewed as part of National HR Services' record scanning project. This project may result in all the PSACs being centrally scanned and attached to the individual record on the SAP HR system.

## **8.0 Revision and Audit:**

The operation of the policy and procedure will be reviewed in August each year by nominations from the Office of Nursing and Midwifery Service Director, Quality and Patient Safety Directorate, the AND of National HR Services and Performance Management & Management Information.

The formal revision of the policy will take place in October 2012 which will take into account the outcome from the review carried out in August and any changes required following enactment of additional sections of the Nurses and Midwives Act 2011.

## **9.0 References/bibliography: N/A**

## **10.0 Appendices:**

**Appendix 1.** The Patient Safety Assurance Certificate

**Appendix 1**

**Patient Safety Assurance Certificate for Nurses and Midwives**

**Statement to be completed by the 6<sup>th</sup> July 2012**

**I** \_\_\_\_\_ **Employee Number** \_\_\_\_\_

**D.O.B.** \_\_\_\_\_

**Birth name** (if different from above) \_\_\_\_\_

employed by the HSE in (service and location)

\_\_\_\_\_ in the capacity of

\_\_\_\_\_ (title and grade)

**am appropriately registered in the following division (s) of the active register maintained by An Bord Altranais.**

a) \_\_\_\_\_ b) \_\_\_\_\_

c) \_\_\_\_\_ d) \_\_\_\_\_

**My registered name with An Bord Altranais is** \_\_\_\_\_

I confirm that I will advise the Health Service Executive without delay should there be any change in my registration status with An Bord Altranais during the year. I understand that change in status means non registration, any restriction, conditions, censure, admonishment or removal from the register under Part V of the Nurses Act 1985.

I confirm that I will advise the regulatory authority of any change in my professional or personal information (reference Section 27 (5) of the Nurses Act 1985).

I make this statement so as to provide assurance to patients, service users and fellow employees.

I also acknowledge that should I practice as a nurse or midwife without appropriate registration that I may be prosecuted under section 49 of the Nurses Act 1985.

**PIN:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Validated by:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_