



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

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**HSE HR Circular 008/2013**

**April 16<sup>th</sup> 2013**

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

**Re: HSE policy on Annual Certification of Registration of Social Workers with the Social Workers Registration Board at CORU 2013**

**Dear Colleagues**

CORU, the umbrella body for the statutory regulation of the health and social care professions named in Section 4 of the Health and Social Care Act 2005, (the Act), opened the Social Workers Registration Board (the Registration Board) on the 31<sup>st</sup> May 2011. The move to statutory registration means that all practitioners using the protected title 'Social Worker' must be registered with the Registration Board.

The Registration Board has established two processes for gaining registration with the Board in line with Section 38 and Section 91 of the Act. Section 38 governs the registration of applicants who were appointed as Social Workers on or after the 31<sup>st</sup> May 2011. Section 91 outlines the arrangements for practitioners who were employed as Social Workers between the 31<sup>st</sup> May 2006 and before the 31<sup>st</sup> May 2011. These 'grandfathering' arrangements established during the 2 year transitional period will cease on the 31<sup>st</sup> May 2013. The effect of the grandfathering arrangement is that the Social Workers who were practicing between 31<sup>st</sup> May 2006 and 31<sup>st</sup> May 2011 have until the 31<sup>st</sup> May 2013 to apply for registration.

The establishment of the Registration Board means that the HSE can only employ and maintain in employment those practitioners who are registered as Social Workers with the Registration Board.

To ensure that the HSE meets its obligations and responsibilities in this regulated environment the attached policy, *HSE policy on Social Workers annual certification of registration with the Social Workers Registration Board at CORU 2013 is now being issued*

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.

This document states that it is the policy of the Health Service Executive to employ and to maintain in employment Social Workers who furnish the HSE with proof of their registration in the register maintained by the Registration Board and maintain registration on that register.

The policy recognises the different registration procedures applicable to the two cohorts of Social Workers, those appointed before the 31<sup>st</sup> May 2011 and those appointed on or after the 31<sup>st</sup> May 2011, and sets out the procedures to be followed by members of these two cohorts to assure the HSE that they are appropriately registered and legally entitled to be engaged in the protected profession of Social Work.

### **Social Workers employed on or after the 31<sup>st</sup> May 2011**

Members of this group are required to sign the Patient safety Assurance Certificate (PSAC) by the 31<sup>st</sup> August 2013 confirming;

- that they are appropriately registered on the register maintained by the Registration Board
- 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
- the name under which they are registered with the Registration Board
- that they have advised the Registration Board of their current personal and professional contact details

### **Implementation of the policy and procedure in respect of this group requires:**

- Social Workers to complete the Patient Safety Assurance Certificate (PSAC) by the 31<sup>st</sup> August 2013
- verification of the information received by checking the Social Workers Register on the CORU website, [www.coru.ie](http://www.coru.ie)
- entering of data specified in the policy at 7.1.4 into the SAP HR system for HSE Regions and directorates on SAP HR

- HSE South to record the data specified in the policy at 7.1.4 in appropriate employee records system as SAP HR has not been deployed in this Region.

### **Social Workers employed before the 31<sup>st</sup> May 2011**

Members of this group are required to confirm and provide proof that they have applied by the 31<sup>st</sup> May 2013 for registration with the Registration Board at CORU. This confirmation must be presented to the HSE by the 31<sup>st</sup> August 2013. Once registration is achieved members of this group are also required to complete the Patient Safety Assurance Certificate (PSAC) confirming;

- that they are appropriately registered on the register maintained by the Registration Board
- 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
- the name under which they are registered with the Registration Board at CORU
- that they have advised Registration Board of their current personal and professional contact details

### **Implementation of the policy and procedure in respect of this group requires:**

#### **A**

- Social Workers to provide proof of application for registration with the Registration Board by the 31<sup>st</sup> August 2013
- the entering of data specified in the policy at 7.2.3 into the SAP HR system for HSE Regions and directorates on SAP HR
- HSE South to record the data specified in the policy at 7.2.3 in appropriate employee records system as SAP HR has not been deployed in this Region.

#### **B**

- on being registered by the Registration Board, Social Workers to complete the Patient Safety Assurance Certificate (PSAC) without delay
- the verification of the information received by checking the Social Workers Register on the at CORU website, [www.coru.ie](http://www.coru.ie)
- the entering of data specified in the policy at 7.1.4 into the SAP HR system for HSE Regions and directorates on SAP HR
- HSE South to record the data specified in the policy at 7.1.4 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 September 2013 by nominations from the Children and Families Services and Performance Management and Management Information.

This policy will be amended in 2014 as the grandfathering arrangements for registration will no longer be applicable.

**This policy is effective from the 16th of April 2013**

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:

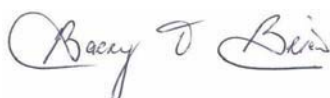
[http://hsenet.hse.ie/Intranet/Human\\_Resources/resources/](http://hsenet.hse.ie/Intranet/Human_Resources/resources/)

<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 882541 or by e-mail to [paddy.duggan2@hse.ie](mailto:paddy.duggan2@hse.ie)

Any queries relating to applications for registration with the Social Workers Registration Board should be directed to [registration@coru.ie](mailto:registration@coru.ie) and general queries on registration boards established by CORU should be directed to [info@coru.ie](mailto:info@coru.ie) or visit [www.coru.ie](http://www.coru.ie)

Yours sincerely,



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



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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Office of the National Director of Human Resources  
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## **HSE policy on Annual Certification of Registration of Social Workers with the Social Workers Registration Board at CORU 2013**

<b>Document developed by</b>		<b>Mr. P Duggan</b>	
<b>Revision number</b>	<b>1</b>	<b>Document approved by</b>	<b>Mr. Barry O'Brien, National Director of Human Resources</b>
<b>Approval date</b>	<b>16 April 2013</b>	<b>Responsibility for implementation</b>	<b>As specified in Section 6.0</b>
<b>Revision date</b>	<b>January 2014</b>	<b>Responsibility for review and audit</b>	<b>As specified in Section 8.0</b>

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## **1.0 Policy Statement:**

### **1.1. Social Workers employed by the HSE on or after the 31<sup>st</sup> May 2011**

It is the policy of the Health Service Executive (HSE) to employ and to maintain in employment Social Workers who on appointment furnish the HSE with proof of their appropriate registration in the register maintained by the Social Workers Registration Board at CORU (Registration Board) and maintain registration on that register.

It is the policy of the HSE to require Social Workers to certify annually, by way of the Patient Safety Assurance Certificate (PSAC), Appendix 1:

- That they are appropriately registered on the register maintained by the Registration Board
- 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
- The name under which they are registered with the Registration Board

It is the policy of the HSE to suspend from employment any Social Worker who does not provide the PSAC by the 31<sup>st</sup> August annually to their head of discipline or service manager.

The HSE reserves the right to report to An Garda Síochána, in support of section 80 of the Health and Social Care Professionals Act 2005 any employee of the HSE who presents themselves as a Social Worker to the HSE or practises as a Social Worker in the HSE without the appropriate registration with the Registration Board.

### **1.2. Social Workers employed by the HSE before the 31<sup>st</sup> May 2011**

It is the policy of the Health Service Executive (HSE) to require Social Workers, employed by the HSE before the 31<sup>st</sup> May 2011, to furnish the HSE with proof of their application to be registered as a Social Worker with the Registration Board by the 31<sup>st</sup> August 2013.

It is the policy of the HSE to suspend from employment any Social Worker who does not by the 31<sup>st</sup> August 2013 furnish the HSE with proof of their application to be registered as a Social Worker with the Registration Board. The acceptable proof is the acknowledgement of receipt of their completed application from the Registration Board.

The HSE reserves the right to report to An Garda Síochána, in support of section 80 of the Health and Social Care Professionals Act 2005 (section see 7.5 below), any employee of the HSE who presents themselves as a Social Worker to the HSE or practises as Social Worker in the HSE without providing proof of their application for registration with the Registration Board.

### **1.3. Social Workers employed by funded agencies**

Agencies funded by the HSE have a responsibility in the Service Arrangements, *Part 1, Provider Personnel, section 16.2 and Part 2, Schedule 2, Quality and Safety* to employ, contract, engage or accept, as part of the provision of the Services, only such persons who are registered, and maintain a current valid registration, with the appropriate statutory registration body. HSE funded agencies are responsible for the development, implementation and monitoring of appropriate policies and procedures in support of this requirement.

**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:

- Each individual employed as a Social Worker by the HSE
- Each person employed in a position that requires a social work qualification and registration with the Registration Board
- Service Directors in the Children and Family Services
- Head of Policy and Strategy and Head of HR in the Children and Family Services
- Principal Social Workers
- Managers of Services, who are not Social Workers and who are responsible for managing Social Workers.
- 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:  
Health and Social Care Professionals Act 2005  
Health and Social Care Professionals (Amendment) Act 2012
- Other relevant legislation:  
Data Protection Act 1988 and amendment Act 2003
- Other related policies:  
Disciplinary Procedure for Employees of the Health Service Executive 2007

#### 5.0 Glossary of Terms and Definitions: Explanation of key technical terms or terminology that are referred to in the PPG.

- **National Directors** - This title also encompasses the planned new Directorates
- **Other staff record system** - 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.
- **PSAC** - Patient Safety Assurance Certificate.
- **Relevant Service Manager** - A manager who is not a Social Worker but has responsibility for managing Social Workers
- **Social Worker** - the protected title regulated by the Social Workers Registration Board at CORU
- **Registration Board** - The Social Workers Registration Board at CORU

#### 6.0 Roles and Responsibilities:

##### 6.1 Social Workers

- 6.1.1 The individual Social Worker** is, as a condition of their employment, personally responsible and accountable for maintaining appropriate registration in the register maintained by the Registration Board.
- 6.1.2 The Social Worker referred to in 1.1** is personally responsible for completing the PSAC by the 31<sup>st</sup> August 2013.
- 6.1.3 The Social Worker referred to in 1.2** is personally responsible for applying for registration as a Social Worker to the Registration Board on or before the 31<sup>st</sup> May 2013 and providing proof of their application to the HSE by the 31<sup>st</sup> August 2013.
- 6.1.4** Once a **Social Worker described in 1.2** achieves registration with the Registration Board they must without delay inform their manager and complete a PSAC for 2013.

## **6.2 Principal Social Worker or Service Manager with responsibility for Social Workers is responsible for:**

- 6.2.1** Requesting Social Workers, including those on any type of leave or secondment who commenced employment on or after the 31<sup>st</sup> May 2011 to complete the PSAC by the 31<sup>st</sup> August 2013.
- 6.2.2** Requesting Social Workers, including those on any type of leave or secondment who were employed by the HSE before the 31<sup>st</sup> May 2011 to provide proof by the 31<sup>st</sup> August 2013 that they have applied for registration as a Social Worker with the Registration Board on or before the 31<sup>st</sup> May 2013. The acceptable proof is the acknowledgement of their completed application from the Registration Board.
- 6.2.3** Advising each Social Worker that failure to complete the PSAC or provide proof of application for registration with the Registration Board by the appointed date may result in suspension from employment and investigation under the HSE's Disciplinary Procedure.
- 6.2.4** Validating the Social Worker's registered name and registration number in the register maintained by the Registration Board using the Health and Social Care Professional Council's website, [www.coru.ie](http://www.coru.ie)
- 6.2.5** Storing the completed PSAC or proof of registration in the local site.
- 6.2.6** Ensuring that a validated copy of the completed PSAC is passed to the local personnel administration office for entry into the SAP HR system or other staff record systems.
- 6.2.7** Advising the relevant AND of HR, through local HR managers where they exist, of the names of the Social Workers who fail to complete the PSAC or provide proof of application for registration by the appointed date.
- 6.2.8** Advising any Social Worker, including those on any type of leave or secondment, who fails to complete the PSAC or provide proof of application for registration by the appointed date, they may be suspended from employment, on the grounds of patient safety, pending further investigation of their registration status in compliance with this policy and procedure

## **6.3 The Regional Assistant National Directors of HR, Head of HR in the Children and Family Services and the Assistant National Director of National HR Services is responsible for:**

- 6.3.1** 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> October annually.
- 6.3.2** Ensure that a failure to complete a PSAC or provide proof of application for registration by the appointed date is managed in compliance with this policy and is investigated using the HSE's Disciplinary Procedure.
- 6.3.3** Report to the RDO details of the reported failures to complete the PSAC, or provide proof of application for registration by the appointed date, the actions taken in respect of these failures and the outcome of these actions.

## **6.4 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.**

## **6.5 The Children and Family Services will:**



- 6.5.1 Publish each March on the HSE's intranet a notice advising all Social Workers of the requirement to complete the PSAC by the 31st August annually
- 6.5.2 Issue a Broadcast of this notice through the HSE's e-mail system in January
- 6.5.3 Have a suitable notice published in the appropriate issue of the HSE Journal Health Matters.
- 6.5.4 Have this policy and the PSAC form published on the Children and Family Services newsletter.

## 7.0 Procedure

### 7.1. Annual completion of the PSAC

The relevant Principal Social Worker or relevant Service Manager will request Social Workers employed since the 31<sup>st</sup> May 2011 to complete the PSAC by the 31<sup>st</sup> August 2013.

7.1.2 A copy of the completed and validated PSAC will be sent by the relevant Principal Social Worker or Service Manager to the local personnel administration office for entry onto SAP HR system or other staff records system. A copy will be maintained locally by the relevant Principal Social Worker or Service Manager for audit purposes. Validation entails confirming the Social Worker's name and registration number in the register maintained by the Registration Board using the Health and Social Care Professional Council's website, [www.coru.ie](http://www.coru.ie)

7.1.3 Advising each Social Worker that failure to complete the PSAC or provide proof of application for registration with the Registration Board by the appointed date may result in suspension from employment and investigation under the HSE's Disciplinary Procedure.

7.1.4 The following information will be entered into the Social Workers record in the SAP HR system or other staff record systems by the designated personnel administration section.

#### Information required

Name of the statutory regulatory authority  
 Registration number  
 PSAC expiry date of the 31<sup>st</sup> May annually

#### SAP field

ID Type)  
 (ID number)  
 (Valid to)

Social Workers 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.

7.1.5 The names of the Social Workers who by the 31<sup>st</sup> August have not supplied the PSAC will be forwarded by the relevant professional head of discipline or relevant service manager, through local HR managers where they exist, to the relevant Assistant National Director of HR

7.1.6 Following a preliminary review of the facts by the relevant AND of HR and the professional head of discipline or relevant Service Manager the Social Worker may be suspended from employment pending a full investigation using the HSE's Disciplinary Procedure.

7.1.7 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.

## 7.2 Proof of application for registration with the Registration Board

**7.2.1** The Principal Social Worker or relevant Service Manager will request Social Workers employed by the HSE prior to the 31<sup>st</sup> May 2011 to provide proof by the 31<sup>st</sup> August 2013 that they have applied for registration as a Social Worker with the Registration Board on or before the 31<sup>st</sup> May 2013.

**7.2.2** The relevant Principal Social Worker/ Service Manager will send by the 7<sup>th</sup> September 2013, as per Appendix 2, the names of the Social Workers who have provided the necessary proof of application for registration to the local personnel administration office for entry into the SAP HR system, or other staff record system.

**7.2.3** The following information in respect of these Social Workers will be entered into the SAP HR system or other staff record systems by the designated personal administration section.

### Information required

Name of the statutory regulatory authority  
Acknowledged date of application  
Application status valid to 31<sup>st</sup> October 2013

### SAP field

(ID Type)  
(ID number)  
(Valid to)

**NOTE:** Social Workers who have applied for registration **will NOT** have the status **Active** entered in their record in the *Application Status* field on SAP HR at this stage. The status will be changed to Active when the Social Worker is subsequently registered with the Registration Board, see 7.3.

**7.2.4** The names of the Social Workers who by the 31<sup>st</sup> August 2013 have not supplied the proof of their application to be registered as a Social Worker with the Registration Board will be forwarded by the relevant professional head of discipline or relevant service manager, through local HR managers where they exist, to the relevant Assistant National Director of HR.

**7.2.5** Following a preliminary review of the facts by the relevant AND of HR and the professional head of discipline or relevant Service Manager the Social Worker may be suspended from employment pending a full investigation using the HSE's Disciplinary Procedure.

## 7.3 Registration with the Registration Board following successful application by a Social Worker

Once a Social Worker, who was employed by the HSE, before the 31<sup>st</sup> May 2011 achieves registration with the Registration Board they must without delay inform their manager and complete a PSAC in respect of 2013. The PSAC information will then be entered on the SAP HR system as specified in 7.1.4 above.

## 8.0 Revision and Audit

This policy will be kept under review during 2013 and will be amended to reflect the emerging structures and changes to roles and responsibilities.

The implementation of this policy and procedure will be reviewed in September 2013 by nominations from the Children and Families Services, and Performance Management and Management Information.

This policy will be amended in 2014 as the grandfathering arrangements for registration will no longer be applicable.

## 9.0 References/bibliography: N/A

## 10.0 Appendices:

**Appendix 1** The Patient Safety Assurance Certificate

**Appendix 2** Record of applications for registration with the Registration Board at CORU

**Appendix 1 to HSE policy on Social Workers annual certification of registration with the Social Workers Registration Board at CORU (the Registration Board)**

Applicable to HSCPA 2005 Section 38 applicants

**Social Worker Patient Safety Assurance Certificate**

to be completed by the 31<sup>st</sup> August 2013

I (Name) \_\_\_\_\_ 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 register maintained by the Registration Board**

**My registered name with the Registration Board**

is \_\_\_\_\_

I confirm that I will advise the Health Service Executive without delay should there be any change in my registration status with the **Registration Board** during the year. I understand that change in status means non registration, any restriction, conditions, censure, admonishment or removal from the register under Part 6 of the Health and Social Care Professionals Act 2005 and the Health and Social Care Professionals (Amendment) Act 2012.

I also confirm that I have advised the **Registration Board** of my current address and employer.

I also confirm that I will advise the **Registration Board** of any change in my family name, address or employer.

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 Social Worker without appropriate registration that I may be prosecuted under section 80 of the Health and Social Care Professionals Act 2005 and the Health and Social Care Professionals (Amendment) Act 2012.

Registration Number \_\_\_\_\_

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

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

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Validated by \_\_\_\_\_

Title \_\_\_\_\_ Date \_\_\_\_\_

**Appendix 2 to HSE policy on Social Workers annual certification of registration with the  
Social Workers Registration Board at CORU (the Registration Board)**

Applicable to Social Workers who were in employment in the HSE before the 31<sup>st</sup> May 2011, HSCPA  
2005 Section 91 applicants,

**Record of applications for registration with the Registration Board  
To be completed before the 31<sup>st</sup> August 2013**

Service \_\_\_\_\_

Location \_\_\_\_\_

Name	Employee No.	Date of acknowledgement of receipt of application from the Registration Board

Signed \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_