



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

Teil/Tel: (01) 635 2319  
Rphost/ E-mail: [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

**To:** Each Member of the Directorate and Leadership Team  
Each Chief Officer, CHO  
Each CEO, Hospital Group  
Each CEO, Section 38 Agency  
Each Employee Relations Manager  
HR Senior Staff

**From:** Rosarii Mannion, National Director Human Resources

11<sup>th</sup> April, 2017

**Re:** HR Circular 006/2017 - HSE policy on Annual Certification of registration with relevant registration boards at CORU

Dear Colleagues,

I refer to the attached HSE HR Circular which sets out the HSE's policy on certification of registration by regulated practitioners with relevant Registration Boards at CORU. The five professions covered by this policy are;

- Dieticians
- Occupational Therapists
- Radiographers and Radiation Therapists
- Social Workers
- Speech and Language Therapists

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.

The policy requires the relevant regulated practitioners to certify annually, by way of the Patient Safety Assurance Certificate (PSAC)(Appendix 1):

1. That they are appropriately registered with the relevant Registration Board at CORU
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

3. The name under which they are registered with the relevant Registration Board at CORU

The policy requires Occupational Therapists who qualify under the CORU Transition Period for Occupational Therapists to provide proof of application for registration by the **20<sup>th</sup> April 2017**.

The policy is effective from 11<sup>th</sup> April 2017.

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

The circular will be available on the HSE Website at the following link:

[http://hse.ie/eng/staff/Resources/HR\\_Circulars/](http://hse.ie/eng/staff/Resources/HR_Circulars/)

Queries in respect the Transition Period for Occupational Therapists and registration with the relevant Registration Board at CORU should be directed to; CORU - Regulating Health & Social Care Professionals, Joyce House, 8-11 Lombard St., Dublin 2, D02Y729.

Registration Queries: [registration@coru.ie](mailto:registration@coru.ie),

General Information: [info@coru.ie](mailto:info@coru.ie)

T: 01 2933160

Any other queries in respect of this Circular should be directed to Mr. Paddy Duggan, Workforce Planning, Analysis and Informatics, HR Directorate, 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)

Yours sincerely,



**Rosarii Mannion,**  
**National Director of Human Resources.**

**HSE Policy on Annual Certification of registration with relevant registration boards at CORU by:**

- **Social Workers**
- **Radiographers and Radiation Therapists**
- **Speech and Language Therapists**
- **Dieticians**
- **Occupational Therapists**

<b>Document developed by</b>			<b>National HR Directorate</b>
<b>Revision number</b>	<b>0</b>	<b>Document approved by</b>	<b>National Director of Human Resources, HSE</b>
<b>Approval date</b>	<b>11<sup>th</sup> April 2017</b>	<b>Responsibility for implementation</b>	<b>As specified in Section 6.0 and 7.0</b>
<b>Revision date</b>	<b>September 2018</b>	<b>Responsibility for review and audit</b>	<b>As specified in Section 8.0</b>

**Table of Contents:**

- 1.0 Policy
- 2.0 Purpose
- 3.0 Scope
- 4.0 Legislation/other related policies
- 5.0 Glossary of Terms and Definitions
- 6.0 Roles and Responsibilities in respect of annual certification of registration of:
  - Dieticians
  - Radiographers & Radiation Therapists
  - Social Workers
  - Speech and Language Therapists
- 7.0 Roles and Responsibilities in respect of application for registration and annual certification of registration of Occupational Therapists
- 8.0 Revision and Audit
- 9.0 References
- 10.0 Appendices

## 1.0 Policy Statement:

### 1.1. Nominated professions regulated with CORU

It is the policy of the Health Service Executive (HSE) to employ and to maintain in employment members of CORU regulated professions who on appointment and annually thereafter furnish the HSE with proof of their appropriate registration in the relevant register maintained by at CORU and maintain annual registration on that register.

It is the policy of the HSE to require CORU regulated professions 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 relevant 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 registered practitioners who does not provide proof of registration and the PSAC to their head of discipline or service manager by the date specified in 6.1.1 below.

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 registered practitioner to the HSE or practices as a registered practitioner in the HSE without the appropriate registration with the relevant registration board.

### 1.2. Registered practitioner 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 by the HSE as a CORU registered practitioner
- Heads of Discipline and Managers of Services who are responsible for managing CORU registered practitioners
- Each National Director, Hospital Group CEOs, and CHO COOs and 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.

- **CORU** – Statutory body regulating Health and Social care Professionals,
- **Head of Discipline** – The regulated practitioner managing a team of regulated practitioners
- **PSAC** - Patient Safety Assurance Certificate
- **Relevant Service Manager** - A manager who has responsibility for managing registered practitioners
- **Registered practitioner** – an individual who uses the protected title regulated by the relevant Registration Board at CORU,

**6.0 Roles and Responsibilities in respect of annual certification of registration of:**

- Dieticians
- Radiographers & Radiation Therapists
- Social Workers
- Speech and Language Therapists

**6.1 Registered practitioner**

**6.1.1 The individual registered practitioner** is, as a condition of their employment, personally responsible and accountable for maintaining appropriate registration in the register maintained by the relevant Registration Board and **is personally responsible for maintaining their annual registration and completing the PSAC annually.**

**personally responsible for providing the HSE proof of registration and completing the PSAC by the date relevant to their profession as specified below:**

Profession	Date PSAC required annually
Dieticians	30 November
Radiographers & Radiation Therapists	30 November
Social Workers	30 June
Speech and Language Therapists	30 November

**6.2 Head of Discipline or relevant Service Managers with responsibility for managing registered practitioners are responsible for:**

- 6.2.1 Requesting registered practitioners to complete the PSAC annually by the date relevant to the profession as specified in 6.1.1 above.
- 6.2.2 Validating the practitioners name and registration number supplied on the PSAC against the relevant register on the CORU website.
- 6.2.4 Advising each registered practitioner that failure to provide proof of registration and complete the PSAC annually by the appointed date may result in suspension from employment and investigation under the HSE’s Disciplinary Procedure.
- 6.2.5 Storing the completed PSAC or proof of registration in the Head of Function or Service Manager’s local office/site.
- 6.2.6 Certifying to the Head of Service in the Community Health Care Organisation or the Hospital Manager in the Hospital Group that all the relevant regulated practitioners’ have completed the PSAC by the relevant date.

6.3 **Each National Director** is responsible for ensuring that this Policy and Procedure is implemented in their Division. 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.

7.0 **Roles and Responsibilities in respect of application for registration and annual certification of registration of Occupational Therapists**

Profession	Date PSAC required in 2017	Date confirmation for registration required from HSCP Act, Section 91 applicants	Date PSAC required in 2018 and annually thereafter
Occupational Therapists	20th April 2017	20th April 2017	31 <sup>st</sup> March

7.1 **Registration with the Occupational Therapists Registration Board**

The Occupational Therapists Register opened on the 31<sup>st</sup> March 2015. Persons who commenced practice of their profession in the Republic of Ireland, (HSCP Act, Section 38 applicants) and existing practitioners who did not satisfy the Section 91 of the Act; were required to have their qualifications recognised by CORU and to have applied for registration prior to taking up employment.

Section 91 applicants, defined as individuals who qualified before the 31st March 2015 and have been engaged in the practice of the profession for a minimum of 2 years fulltime, ( or an aggregate of 2 years fulltime), in the Republic of Ireland between 31st March 2010 and 30th March 2015

See [http://coru.ie/uploads/documents/guidance\\_notes.pdf](http://coru.ie/uploads/documents/guidance_notes.pdf) for more details.

From this point forward in this document, applicants will be described as S38 or S91 applicants.

**7.1.1 Individual Occupational Therapists are, as a condition of their employment, personally responsible and accountable for securing and maintaining registration in the Occupational Therapists Register. Once registered Occupational Therapists are personally responsible for maintaining their annual registration and completing the PSAC annually.**

**7.2 Occupational Therapy Manager or relevant Service Managers with responsibility for managing Occupational Therapists are responsible for satisfying the following requirements in respect of Occupational Therapists Section 38 applicants:**

**7.2.1** Requesting Occupational Therapy practitioners to complete the PSAC by the 20<sup>th</sup> April 2017 and by the 31<sup>st</sup> March on an annual basis thereafter.

**7.2.2** Validating the practitioners name and registration number supplied on the PSAC against the relevant register on the CORU website.

**7.2.3** Advising each registered practitioner that failure to provide proof of registration and complete the PSAC annually by the appointed date may result in suspension from employment and investigation under the HSE's Disciplinary Procedure.

**7.2.4** Storing the completed PSAC or proof of registration in the Occupational Therapy Manager's or Service Manager's local office/site.

**7.2.5** Certifying to the Head of Service in the Community Health Care Organisation or the Hospital Manager in the Hospital Group that all Occupational Therapists Section 38 applicants have completed the PSAC by the relevant date.

**7.3 Occupational Therapy Manager or relevant Service Managers with responsibility for managing Occupational Therapists are responsible for satisfying the following requirements in respect of Occupational Therapists Section 91 applicants;**

**7.3.1** Requesting Section 91 applicants to provide proof that they have applied for registration as an Occupational Therapist with the Occupational Therapists Registration Board and to furnish the HSE with recent correspondence from CORU in respect of their registration. The acceptable proof is the acknowledgement of receipt of their completed application from the Occupational Therapists Registration Board. This proof is required by the 20<sup>th</sup> April 2017.

**7.3.2** Advising each Occupational Therapists Section 91 applicant that failure to provide proof of application for registration by the 20<sup>th</sup> April 2017 may result in suspension from employment and investigation under the HSE's Disciplinary Procedure.

**7.3.3** Maintaining an active list of Occupational Therapists Section 91 applicants as per appendix 2 and inform the Head of Service in the Community Health Care Organisation or the Hospital Manager in the Hospital Group on the ongoing status of the applications.

**7.3.4** Forwarding the names of the Occupational Therapists Section 91 applicants who by the 20<sup>th</sup> April 2017 have not supplied the proof of their application to be registered as an

Occupational Therapist with the Occupational Therapists Registration Board to the Head of HR in the Community Health Care Organisation or the Hospital Group.

**7.3.5** Following a preliminary review of the facts by the relevant Head of HR and Occupational Therapy Manager or relevant Service Manager the Occupational Therapists Section 91 applicant who has not supplied the proofs of application may be suspended from employment pending a full investigation using the HSE's Disciplinary Procedure.

**8.0 Revision and Audit**

This policy will be reviewed in September 2018 by the Primary Care, Social Care, Mental Health and Acute Hospital Divisions and the National Director of Human Resources.

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

**10.0 Appendices:**

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

**Appendix 2.**



**Appendix 1 to HSE policy on certification of registration of nominated registered practitioners with relevant Registration Boards at CORU**

To be completed by the profession relevant date as specified in 6.1.1

Profession \_\_\_\_\_

(Name) \_\_\_\_\_ Employee number \_\_\_\_\_

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

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

Employed by the HSE in (service and location) \_\_\_\_\_

As a \_\_\_\_\_ (title and grade)

I declare that I am appropriately registered in the \_\_\_\_\_ (name register) maintained at CORU.

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 regulated professional 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 Annual Certification of registration with relevant registration boards at CORU**

**HSCPA 2005, Section 91 applicants; Occupational Therapists**

Applicable to those who qualified before the 31st March 2015 and have been engaged in the practice of the profession for a minimum of 2 years fulltime, ( or an aggregate of 2 years fulltime), in the Republic of Ireland between 31st March 2010 and 30th March 2015

Record of applications by Section 91 applicants for registration with the Registration Board as on 20<sup>th</sup> April 2017. Updated on:

**Service:-** \_\_\_\_\_

**Location:-** \_\_\_\_\_ Community Health Care Organisation/ Hospital Group

Name of applicant	Section 91	Employee No.	Date of acknowledgement of receipt of application from the Registration Board	Date registration achieved	PSAC completed

Total number of Occupational Therapists in the department \_\_\_\_\_

Occupational Therapists registered with the Registration Board at CORU \_\_\_\_\_

Occupational Therapists awaiting registration with the Registration Board at CORU \_\_\_\_\_

**Signed:**

**Print Name:** \_\_\_\_\_  
 \_\_\_\_\_



**Title:**

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**Date:**

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Note: Amend date of document and data supplied as Section 91 applicants achieve registration.

**Appendix 1 to HSE policy on certification of registration of nominated registered practitioners with relevant Registration Boards at CORU**

To be completed by the profession relevant date as specified in 6.1.1

**Profession** \_\_\_\_\_

**(Name)** \_\_\_\_\_ **Employee number** \_\_\_\_\_

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

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

Employed by the HSE in (service and location) \_\_\_\_\_

As a \_\_\_\_\_ (title and grade)

I declare that I am appropriately registered in the \_\_\_\_\_ (name register) maintained at CORU

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 regulated professional 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: \_\_\_\_\_

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

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

**Appendix 2 to HSE policy on Annual Certification of registration with relevant registration boards at CORU**

**HSCPA 2005, Section 91 applicants; Occupational Therapists**

Applicable to those who qualified before the 31st March 2015 and have been engaged in the practice of the profession for a minimum of 2 years fulltime, ( or an aggregate of 2 years fulltime), in the Republic of Ireland between 31st March 2010 and 30th March 2015

Record of applications by Section 91 applicants for registration with the Registration Board as on 20<sup>th</sup> April 2017.  
Updated on;

**Service:-**\_\_\_\_\_

**Location:-**\_\_\_\_\_Community Health Care Organisation/ Hospital Group

Name of Section 91 applicant	Employee No.	Date of acknowledgement of receipt of application from the Registration Board	Date registration achieved	PSAC completed

Total number of Occupational Therapists in the department\_\_\_\_\_

Occupational Therapists registered with the Registration Board at CORU\_\_\_\_\_

Occupational Therapists awaiting registration with the Registration Board at CORU\_\_\_\_\_

**Signed:**

**Print Name:** \_\_\_\_\_

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

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

Note; Amend date of document and data supplied as Section 91 applicants achieve re