



**Oifig an Stiúirthóra Náisiúnta, Acmhainní Daonna**

Feidhmeannacht na Seirbhísí Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

**Office of the National Director of Human Resources**

Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

Tel: 01 6352319 Email: [nationalhr@hse.ie](mailto:nationalhr@hse.ie)

**To:** Each Member of the Directorate and Leadership Team  
Each Assistant National Director HR  
Each Hospital Group CEO  
Each Hospital Group Director of HR  
Each Chief Officer CHO  
Each CHO HR Manager  
Each Employee Relations Manager  
Each CEO Section 38 Agencies  
Each HR Manager Section 38 Agencies  
Each Group Director of Nursing & Midwifery  
Each Group Director of Midwifery

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

19<sup>th</sup> April, 2018

**Re:** HR Circular 015/2018 re HSE Policy on Annual Certification of registration of Physiotherapists with the Physiotherapist Registration Board at CORU

Dear Colleagues,

I wish to advise that CORU the regulator for health and social care professional has advised the HSE that:

*The register for physiotherapists opened on 30 September 2016. Physiotherapists working in Ireland are legally required to have registration with CORU by 30 September 2018. After this date only those physiotherapists who have registered, or have submitted a complete application for admittance to the register will be allowed to work in Ireland using the protected title "Physiotherapist." Incomplete applications, i.e. applications submitted without all relevant documentation, will not be processed.*

CORU also advised that it will also use its statutory powers to pursue professionals not registered by CORU while using the protected title.

In order to comply with Part 4 of the Health and Social Care Professionals Act 2005, to protect patients, service users and HSE employees and to provide evidence in support of good governance the HSE is issuing the attached policy.

The policy sets out the HSE's requirements on certification of registration and application for registration by physiotherapists with the Physiotherapists Registration Boards at CORU.

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

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

The policy requires Physiotherapists who qualify under the CORU Transition Period for Physiotherapists (Section 91 applicants) to provide proof that their application for registration has been accepted by CORU by the 30 September 2018

The policy also assigns responsibility to relevant managers and functions to ensure that this policy is implemented.

The policy is effective from 19<sup>th</sup> April 2018.

### Queries

Queries in respect the Transition Period for Physiotherapists and registration with the Physiotherapists Registration Board at CORU should be directed to: CORU - Regulating Health & Social Care Professionals, Joyce House, 8-11 Lombard St., Dublin 2, D02 Y729.

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, Analytics 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)

Please also note that the National HR Help Desk is available to take queries on 1850 444 925 or [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Yours sincerely,



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

## HSE Policy on Annual Certification of registration of Physiotherapists with the Physiotherapist Registration Board at CORU

Document developed by			National HR Directorate
Revision number	0	Document approved by	National Director of Human Resources, HSE
Approval date	19 <sup>th</sup> April 2018	Responsibility for implementation	As specified in Section 6.0
Revision date	September 2019	Responsibility for review and audit	As specified in Section 7.0

### Table of Contents:

1.0	Policy Statement
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 Physiotherapists
7.0	Revision and Audit
8.0	Appendices

## 1.0 Policy Statement

### 1.1. Employment of CORU regulated professions

It is the policy of the Health Service Executive (HSE) to employ and to maintain in employment members of CORU regulated professions who fulfill the statutory requirements relevant to their profession.

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 regulated practitioners who do not provide proof of registration and the PSAC to their head of discipline or service manager annually by the date specified.

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 Physiotherapist employed by the HSE
- Heads of Discipline and Service Managers who are responsible for managing Physiotherapists
- 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
- **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 Physiotherapists

### 6.1 Classification of applicant for registration under the HSCP Act

The Physiotherapist register was opened by the Physiotherapist Registration Board 30<sup>th</sup> September 2016. The transition period for application for registration will end on the 30<sup>th</sup> September 2018.

#### *Section 38 applicants*

Physiotherapists who commenced the practice of their profession in the Republic of Ireland after the 30<sup>th</sup> September 2018 and existing practitioners who have not been employed in the HSE for a minimum of 2 years fulltime, (or an aggregate of 2 years fulltime), in the Republic of Ireland between 30<sup>th</sup> September 2011 and the 30<sup>th</sup> September 2016 are deemed to be applicants under Section 38 of the HSCP Act.

#### *Section 91 applicants*

Physiotherapists who qualified before the 30<sup>th</sup> September 2016 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 30<sup>th</sup> September 2011 and 30th September 2016 are deemed to be Section 91 applicants.

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.

### 6.2 Section 38 Applicants

Each practitioner is personally responsible for achieving registration on the Physiotherapists Registration Board by the 30<sup>th</sup> September 2018 and maintaining their annual registration as stipulated in the essential criteria for appointment and continuing as a Physiotherapist.

Appointees who subsequently fail to achieve the necessary registration on the Physiotherapists Register maintained by the Physiotherapists Registration Board at CORU by the 30<sup>th</sup> September 2018 will not be able to continue in the role of a Physiotherapist beyond that date

Each practitioner is personally responsible for providing the HSE with proof of registration and completing the PSAC by the 30<sup>th</sup> September 2018.

See <https://www.hse.ie/eng/staff/jobs/eligibility-criteria/physiotherapist-march-2018.pdf>

### **6.3 Section 91 Applicants**

Each existing practitioner is personally responsible for applying for registration on the Physiotherapists Registration Board by the 30<sup>th</sup> September 2018 to be able to continue in employment as a Physiotherapist.

Any Section 91 applicant who does not apply for registration by the 30<sup>th</sup> September 2018 will, under the HSCP Act, be considered to be a Section 38 applicant and will be unable to continue to be employed as a Physiotherapist beyond that date.

See <https://www.hse.ie/eng/staff/jobs/eligibility-criteria/physiotherapist-march-2018.pdf>

### **6.4 Head of Discipline or relevant Service Managers with responsibility for managing Physiotherapists who are deemed to be Section 38 applicants are responsible for**

- 6.4.1** Requesting registered practitioners to complete the PSAC annually by the 30<sup>th</sup> September 2018.
- 6.4.2** Advising each registered practitioner that failure to provide proof of registration and completing the PSAC annually by the appointed date will result in their contract of employment being suspended and they will be subject to investigation under the HSE's Disciplinary Procedure, as the HSE has no assurance that they are registered practitioners.
- 6.4.3** Validating the practitioners name and registration number supplied on the PSAC against the register on the CORU website.
- 6.4.4** Storing the completed PSAC and proof of registration locally (in the Head of Function/Service Manager's local office/Site).
- 6.4.5** Certifying to the Head of Service in the Community Health Care Organisation or the Hospital Manager in the Hospital Group that Physiotherapists have completed the PSAC by the 30<sup>th</sup> September 2018.
- 6.4.6** Forwarding the names of the Section 91 Physiotherapist applicants who by 30th September 2018 have not supplied the proof of registration as a Physiotherapist with the Physiotherapists Registration Board to the Head of HR in the Community Health Care Organisation or the Hospital Group.

### **6.5 Head of Discipline or relevant Service Managers with responsibility for managing Physiotherapists who are deemed to be Section 91 applicants are responsible for;**

- 6.5.1** Requesting Section 91 applicants to provide by the 30<sup>th</sup> September 2018 proof that they have applied for registration as a Physiotherapist with the Physiotherapists Registration Board and to furnish the HSE with recent correspondence from CORU in respect of their application. The acceptable proof is the acknowledgement of receipt of their completed application from the Physiotherapists Registration Board.
- 6.5.2** Advising each Physiotherapist that failure to provide proof of application for registration by the 30<sup>th</sup> of September 2018 will result in their contract of employment being suspended and they will be subject to investigation under the HSE's Disciplinary Procedure as the transition period set by

CORU for Section 91 applicants has expired and the HSE has no assurance that they complied with the statutory requirement required of a Section 91 applicant.

- 6.5.3 Forwarding the names of the Physiotherapist Section 91 applicants who by 30<sup>th</sup> September 2018 have not supplied the proof of their application to be registered as a Physiotherapist with the Physiotherapists Registration Board to the Head of HR in the Community Health Care Organisation or the Hospital Group.
- 6.5.4 Maintaining and updating the list of Physiotherapist Section 91 applicants as per Appendix 2 and informing the Head of Service in the Community Health Care Organisation or the Hospital Manager in the Hospital Group of the ongoing application status of the Physiotherapists on that list.

**6.6 Each National Director, CEO of Hospital Groups and COO of Community Healthcare Organisations** is responsible for ensuring that this Policy and Procedure is implemented in their services.

## **7.0 Revision and Audit**

This policy will be reviewed in September 2019 by the National Operations and the National Human Resources Directorate.

## **8.0 Appendices**

Appendix 1	Patient Safety Assurance Certificate
Appendix 2	HSCPA Act 2005



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

**Appendix 1 to HSE policy on certification of registration of Physiotherapists with the Physiotherapists  
Registration Boards at CORU**

**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 \_\_\_\_\_



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

## **Appendix 2**

### **HSCPA Act 2005, Section 91 applicants - Physiotherapists**

Physiotherapists who qualified before the 30th September 2016 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 30th September 2011 and 30th September 2016 are deemed to be Section 91 applicants.

Record of applications by Section 91 applicants for registration with the Registration Board as on 30<sup>th</sup> September 2018.

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

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

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

Total number of Physiotherapists in the department \_\_\_\_\_

Physiotherapists registered with the Registration Board at CORU \_\_\_\_\_

Physiotherapists 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 registration.