



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Performance Management & Management Information  
National Human Resources Directorate  
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HSE HR Circular 004/2010 – Clarification

23<sup>rd</sup> March 2010

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

**Re:** Clarification on HSE HR Circular 004/2010  
Policy on the Management of Professional Registers and Amendments  
to such Registers

Dear Colleagues,

I refer to HSE HR Circular 004/2010 re. Policy on the Management of Professional Registers and Amendments to such Registers and wish to clarify the following matters:

**(i) Cover letter - Paragraph 4**

*"On receipt of a notification from a professional body regarding the erasure from a professional body, the HSE will assess if the individual is employed in that profession. Employment will cease immediately if they are found to be working in that profession. If the individual is employed in a non professional capacity, the HSE will carry out a risk assessment to assess if their continued employment poses a risk to clients, service users and employees."*

**Clarification:** The risk assessment referred to in paragraph 4 will be carried out by the HSE or the relevant employing authority.

**(ii) Policy Document - Section 2.3.1**

*2.3.1 The heads of the relevant professional disciplines or designated managers will require the relevant employees to produce the specified evidence to confirm their status on the appropriate professional registers on an annual basis.*

*The relevant heads of discipline or designated service managers will by the 31<sup>st</sup> March annually certify to their Regional Director of Operations that all relevant employees hold a current live registration with their professional body.*

*In cases where registration renewal is carried out on a personal 12 month anniversary basis as opposed to a general annual renewal the head of discipline or designated service manager will verify that such registration has taken place.*

*The Regional Directors of Operations are required to forward the certificates of registration to the GVLO, Manorhamilton by the 14th of April annually. Details of outstanding certificates should be notified to the National Director Integrated Services, Performance and Financial Management by the 20th of April annually by the GVLO.*

**Clarification:**

(a) The relevant heads of discipline or designated managers will by the 31<sup>st</sup> March annually certify to their Network Manager or Local Health Manager that all relevant employees hold a current live registration with their professional body.

This letter of certification will list the individuals by profession who have valid registration in the relevant statutory registrar as on 31<sup>st</sup> March. Copies of the registration certificates are **not** to be sent with this letter but should be retained by the head of discipline or designated service manager. Sample letter of confirmation attached in Appendix 1.

(b) The “certificates of registration” which the RDO is required to send to the GVLO are the letters of compliance received from the heads of discipline or designated service managers.

Please bring this letter of clarification to the attention of all relevant staff in your area of responsibility. The letter will be available on the HSE Intranet [http://hsenet.hse.ie/Working\\_in\\_the\\_HSE/HR\\_Documents/Policies\\_Procedures/](http://hsenet.hse.ie/Working_in_the_HSE/HR_Documents/Policies_Procedures/)

Any queries in respect of this 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,



**Paddy Duggan**  
**Performance Management &**  
**Management Information**

## APPENDIX 1

### Sample letter of certification

I \_\_\_\_\_ hereby confirm that the following employees hold active registration with the designated statutory body.

Name	Statutory body (ABA, IMC, IDC , PSI)

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

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Location: \_\_\_\_\_

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

The Network Mangers and Local Health Managers are required to forward the certificates of registration to the GVLO, Manorhamilton by the 14<sup>th</sup> of April annually. The GVLO should notify the National Director of Human Resources of outstanding certificates by 20<sup>th</sup> April annually.