



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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

**All Queries to:**  
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**HSE HR Circular 008/2010**

**12<sup>th</sup> May, 2010.**

**To: Each Member of Management Team;  
Each Regional Director of Operations;  
Each Assistant National Director of Human Resources.**

**Re: Devolved responsibility and accountability to Regional Directors of Operations for filling of approved Temporary Consultant vacancies.**

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**Dear Colleagues,**

It has been the practice for a number of years that approval from the HSE Consultant Appointment Unit (CAU) was required to appoint an individual as a Consultant on a non-permanent basis (i.e. a locum for maternity leave, a locum for extended sick leave, a temporary additional post pending commencement of a permanent replacement etc.). Following discussions between Integrated Services Directorate and National Human Resources and in line with the HSE's policy of delegating authority and accountability to the commensurate level of the organisation, this practice is now being changed.

The delegation of authority to make such non-permanent Consultant appointments to the Regional Director of Operations is effective from the date of this circular subject to the following safeguards and reporting requirements.

- (a) The permanent post involved is a recognised and approved post and there is no change in the type of appointment or the approved structure of the post.
- (b) There is no increase in the overall number of such approved posts (i.e. no authority exists to create a new or additional Consultant post, the delegation **only** applies to a non-permanent post related to an existing numbered, recognized and approved permanent Consultant post ).
- (c) The person filling the non-permanent post has all the qualifications to work as Consultant as set by the HSE i.e. registration as a specialist on the Specialist Division of the Register of Medical Practitioners.
- (d) Where permanent post falls vacant due to absence relating to maternity leave, extended sick leave, etc. the a locum appointment related to same is subject to a specified purpose contract which terminates on the return of the post holder from leave.
- (e) Where a permanent post falls vacant due to resignation or retirement, prior to the vacancy being filled on a temporary basis, a completed Application Form for Consultant Appointment, along with the AEMG approval, must be submitted to the Consultants Appointments Unit (CAU). The Consultants Appointments Unit must confirm that the post is an approved post. On receipt of this written confirmation from the CAU, the Regional Director of Operations may proceed to fill the post on a temporary basis for a specific purpose pending the consideration of the Application. The RDO is required to review each such vacancy on a quarterly basis so as to avoid any potential contracts of indefinite duration.

(f) Where locum appointments are made under (d) or (e) details of any such appointments to be supplied to the CAU in the format required for national reporting purposes (see attached for completion).

All queries in relation to this Circular should be directed to Richard Bruton (email [Richard.bruton@hse.ie](mailto:Richard.bruton@hse.ie); tel: 041 9800497) or Colette Vincent (email [colette.vincent@hse.ie](mailto:colette.vincent@hse.ie); tel: 01 6352887) or email [consultant.applications@hse.ie](mailto:consultant.applications@hse.ie) (tel: 01 6352524).

Yours sincerely,



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**Séan McGrath,**  
**National Director of Human Resources.**

Enc.

**Appendix 1: HSE HR Circular 008/2010**

**Notification to the Consultants Appointment Unit of the locum or temporary filling of an approved consultant post falling vacant due to absence relating to maternity leave, extended sick leave etc or by reason of resignation or retirement.**

For completion by the Regional Director of Operations:

|  |  |
|--|--|
| <b>Location vacancy occurring</b>  |  |
| <b>Title of Post:</b>  |  |
| <b>Approved Post number (available from CAU):</b>  |  |
| <b>Has an Application Form for Consultant Appointment been submitted to the CAU?</b>                         |  |
| <b>Date submitted:</b>   |  |
| <b>Date Vacancy occurring:</b>   |  |
| <b>Reason for Vacancy (absence of permanent post-holder, Resignation, Retirement, Other please specify):</b> |  |
| <b>Name of person vacating post:</b>   |  |
| <b>Date post filled in a locum / temporary capacity:</b>   |  |
| <b>Name of person appointed to the post in a locum / temporary capacity:</b>                                 |  |

I confirm that the above locum / temporary replacement is for an existing approved consultant post and is compliant with the requirements of the current employment control framework and human resource policies.

**Signed:** \_\_\_\_\_  
**Regional Director of Operations**

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

For completion in the Consultants Appointments Unit:

|  |  |
|--|--|
| <b>Date received</b>                       |  |
| <b>Date entered on Consultant database</b> |  |