



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
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**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 of Human Resources**

15<sup>th</sup> February 2017

**Re: HSE HR Circular 004/2017 - HSE Policy on the Annual Certification of Registration of Nurses and Midwives with the Nursing and Midwifery Board of Ireland**

Dear Colleagues,

I refer to the attached HSE HR Circular 004/2017, which replaces HSE HR Circular 028/2014 and wish to draw your attention to the change in timelines for completion of the Patient Safety Assurance Certificate (PSAC). Individual nurses and midwives are now requested to complete the PSAC by the 10<sup>th</sup> March annually.

The purpose of this revised policy and procedure is to protect patients, service users and HSE employees and to provide evidence in support of good governance.

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

1. That they are appropriately registered in the relevant division/s of the register maintained by the Nursing and Midwifery Board of Ireland.
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 Nursing and Midwifery Board of Ireland and the Personal Identification Number (PIN).
4. That they have advised the Nursing and Midwifery Board of Ireland of their particulars as required by the Nurses and Midwifery Board of Ireland (reference Section 46 (2), (a), (b) of the Nurses and Midwives Act 2011.)

The policy is effective from 14<sup>th</sup> February 2017.

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

**Queries:**

Queries in respect of registration with the Nursing and Midwifery Board of Ireland should be directed to the Nursing & Midwifery Board of Ireland, 18/20 Carysfort Avenue, Blackrock, Co. Dublin, Tel: 01 266 9777 or E-mail: [registration@nursingboard.ie](mailto:registration@nursingboard.ie)

Queries in respect of nursing and midwifery issues should be directed to Ms Mary Wynne, Acting Director of Nursing & Midwifery Services, HSE Tel: 01 6352471 or by e-mail [mary.wynne1@hse.ie](mailto:mary.wynne1@hse.ie)

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,



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

## **HSE HR Circular 004/2017 on Certification of Registration of Nurses and Midwives with the Nursing and Midwifery Board of Ireland**

### **Policy Statement:**

It is the policy of the HSE to require nurses and midwives to certify annually, by way of the Patient Safety Assurance Certificate (PSAC), **Appendix 1:**

- That they are appropriately registered in the relevant division/s of the register maintained by the Nursing and Midwifery Board of Ireland
- 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 Nursing and Midwifery Board of Ireland and the Personal Identification Number (PIN).
- That they have advised the Nursing and Midwifery Board of Ireland of their particulars as required by the Nurses and Midwifery Board of Ireland (reference Section 46 (2), (a), (b) of the Nurses and Midwives Act 2011.)

It is the policy of the HSE to suspend from employment any nurse or midwife who does not provide the PSAC annually to their head of discipline or service manager.

It is the policy of the HSE to manage any nurse or midwife who is removed from the register of nurses or midwives maintained by the Nursing and Midwifery Board of Ireland in accordance with *HSE HR Circular 012/2012 Policy on Erasures and Sanctions issued by Regulatory Authorities against HSE employees.*

The HSE reserves the right to report to An Garda Síochána in support of sections 39 and 44 of the Nurses and Midwives Act 2011 any employee of the HSE who presents themselves as a nurse or midwife to the HSE or practices as a nurse or midwife in the HSE without the appropriate registration in the relevant division/s of the register maintained by the Nursing and Midwifery Board of Ireland.

### **Roles and Responsibilities**

**The individual nurse or midwife** is, as a condition of their employment, personally responsible and accountable for maintaining appropriate registration in the relevant Division/s of the register maintained by The Nursing and Midwifery Board of Ireland.

**The individual nurse or midwife** is personally responsible for completing the Patient Safety Assurance Certificate by 10<sup>th</sup> March annually.

**The Director of Nursing/Midwifery or Service Manager with responsibility for nurses or midwives is responsible for:**

Requesting each nurse and midwife to complete the PSAC by 10<sup>th</sup> March annually.

Advising each nurse or midwife that failure to provide the proof of registration and to complete the PSAC by the appointed date may result in suspension from employment and investigation under the HSE's Disciplinary Procedure.

Storing a copy of proof of registration and the completed PSAC in the local site.

Validating the registered name, the PIN number and registration in the Division/s of the register supplied on the PSAC using the website of the Nurses and Midwifery Board of Ireland.

Ensuring that the information contained in the completed PSAC is entered into the SAP HR system, or other relevant staff record systems, using the local personal administration procedures for amending employee information.

Advising the relevant National Director, in the case of corporate employees, of the names of the nurses and midwives who fail to complete the PSAC by 10<sup>th</sup> March annually.

Advising any nurse or midwife who fails to provide proof of registration and complete the PSAC by the appointed date, that they may, on the grounds of patient safety, be suspended from employment pending further investigation of their registration status.

**Hospital /Hospital Group or CHO HR Manager or National Director shall:**

Establish a process within their Service that will ensure that the required information is recorded on the SAP HR system or other staff record system (HSE South) by the 28<sup>th</sup> April annually.

Ensure that a failure to provide proof of registration or to complete a PSAC is managed in compliance with this policy and is investigated using the HSE's Disciplinary Procedure.

**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.

**The Office of Nursing and Midwifery Services Director shall:**

Send by e-mail this notice to each Director of Nursing/Midwifery for the information of nurses and midwives in their services

Have this policy and the PSAC form published on the Office of Nursing and Midwifery Services section on the HSE's intranet and website.

**HSE HR Circular 004/2017:**

**Appendix 1 Patient Safety Assurance Certificate for Nurses and Midwives**

**Statement to be completed by the 10<sup>th</sup> March annually**

**I** \_\_\_\_\_ **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 for the current year in the following division (s) of the active register maintained by The Nursing and Midwifery Board of Ireland.**

**a)** \_\_\_\_\_ **b)** \_\_\_\_\_

**c)** \_\_\_\_\_ **d)** \_\_\_\_\_

**My registered name with The Nursing and Midwifery Board of Ireland is** \_\_\_\_\_

I confirm that I will advise the Health Service Executive without delay should there be any change in my registration status with The Nursing and Midwifery Board of Ireland during the year. I understand that change in status means non registration, any restriction, conditions, censure, admonishment or removal from the register under Part V of the Nurses Act 1985.

I confirm that I will advise the regulatory authority of any change in my professional or personal information (reference Section 46 (2), (a), (b) of the Nurses and Midwives Act 2011.

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 nurse or midwife without appropriate registration that I may be prosecuted under section 39 and 44 of the Nurses and Midwives Act 2011.

**PIN:** \_\_\_\_\_

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

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

**Validated by:** \_\_\_\_\_

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