



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
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Baile Átha Cliath 8

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To: Each Member of the Directorate and Leadership Team  
Each Assistant National Director, HR  
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

Date: 19<sup>th</sup> June, 2017

Re: **HR Circular 016/2017 re Conditions and process by which permanent consultant posts may be filled with locum appointments or temporary appointments**  
**Addendum to HSE HR Circular 021/2015**

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Dear Colleagues,

HSE HR Circular 021/2015 sets out the conditions and process pertaining to locum and temporary appointments for approved consultant posts in Acute Hospitals. This Addendum clarifies the approval process for requests for locum or temporary Type C appointments whereby the appropriate National Director makes the decision. For the avoidance of doubt, this Addendum applies only to **existing approved** permanent posts. Where an application is being made for a new post which is additional to the existing approved posts, the current application and approval process involving CAAC and Type C Committee is to be adhered to.

## 1.2 Conditions which apply to locum consultant appointments on a Type C basis

In addition to the existing conditions, Locum appointments may be permitted on a Contract Type C basis in **exceptional circumstances** only and subject to limits in each Hospital Group /Community Healthcare Organisation. Each application must come complete with a business case and supporting evidence of a clinical need.

### 1.3 Process to be followed to obtain approval for a locum Type C consultant appointment

- For approval for a locum appointment to be granted by the appropriate National Director – confirmation must firstly be obtained from National Doctors Training & Planning (NDTP) that an approved permanent post exists. Please see *Appendix 1* which sets out how to do this.
- On receipt of formal confirmation from NDTP, the appropriate National Director will assess the application for demonstration of the exceptional circumstances pertaining to the request. Where the case for exceptional circumstances is met, the appropriate National Director issues a letter of locum approval and the Hospital / Community Healthcare Organisation may proceed to fill the post with a locum appointment. A template letter of approval for a locum appointment is provided at *Appendix 2*.
- The appropriate National Director will only grant approval for a locum appointment for the period of absence subject to a maximum period of 12 months.
- The appropriate National Director is required to review the use of locum Type C appointments on a quarterly basis to ensure their use is kept to a minimum and that applications for permanent posts are made without delay.

### 2.2 Conditions which apply to temporary consultant appointments on a Type C basis

In addition to the existing conditions, temporary appointments may be permitted on a Contract Type C basis in **exceptional circumstances** only and subject to limits in each Hospital Group / Community Healthcare Organisation. Each application must come complete with a business case and supporting evidence of a clinical need.

### 2.3 Process to be followed to obtain approval for a temporary consultant appointment

- For approval for a temporary appointment to be granted by the appropriate National Director, confirmation must first be obtained from NDTP that a fully completed application for the permanent replacement has been received. Please see *Appendix 3* which sets out how to do this. On receipt of formal confirmation from NDTP, the appropriate National Director will assess the application for demonstration of the exceptional circumstances pertaining to the request. Where the case for exceptional circumstances is met, the appropriate National Director issues a letter of approval and the Hospital /Community Healthcare Organisation may proceed to fill the post with a temporary appointment. A template letter of approval for temporary appointment is provided at *Appendix 4*.

- The appropriate National Director will only grant approval for a temporary appointment for a maximum period of 12 months. Where the need for the temporary appointment may extend beyond 12 months then the Hospital Group CEO/Chief Officer must submit a new application to the appropriate National Director, three months before the expiry of the Letter of Approval.

The appropriate National Director is required to review the use of temporary appointments on a quarterly basis to ensure their use is kept to a minimum and that applications for permanent posts are made without delay.

### **Notification to the Type C Committee**

Every June and December a report is to be prepared by National Doctors Training and Planning and provided to the Type C Committee for its review and comment to the Director General. This report will set out the details as to the number of approvals for locum and temporary Type C contracts.

### **Queries**

All queries concerning this Circular / Addendum to Circular 021/2015 should be directed to National Doctors Training and Planning by email to [Barbara.whiston@hse.ie](mailto:Barbara.whiston@hse.ie) or [consultant.applications@hse.ie](mailto:consultant.applications@hse.ie), or by phone to 076 6958799.

Yours sincerely,



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

**Appendix 1: HSE HR Circular 021/2015**

**Approval Request for a Permanent Consultant Post to be filled with a Locum Appointment**

**Section 1 - For completion by the hospital/community healthcare organisation where the permanent post is located**

1.	Name of Hospital Group/CHO:	
2.	Location(s) of permanent post and breakdown of hours:	
3.	Title of permanent post:	
4.	Approved post number:	
5.	Name of permanent post holder:	
6.	Reason a locum appointment is required:	
7.	Duration of locum appointment:	
8.	Date when locum appointment is required:	

I confirm that this request for a locum appointment is for a permanent consultant post and is compliant with human resource policies.

Hospital General Manager/CEO  
 Community Organisation Manager: \_\_\_\_\_  
Print Name Signature  
 Date: \_\_\_\_\_

**Section 2 - For Completion by Hospital Group CEO/CHO Chief Officer**

I approve this locum application and request confirmation from NDTP that the above permanent post exists and confirmation that I may issue an approval letter for a locum appointment.

Hospital Group CEO/CHO Chief Officer: \_\_\_\_\_  
 (Delete as appropriate) Print Name  
 Hospital Group CEO/CHO Chief Officer: \_\_\_\_\_  
 (Delete as appropriate) Signature  
 Date: \_\_\_\_\_

**Section 3 – For Completion by National Doctors Training and Planning**

This approved permanent post exists:  Approval Granted  
 This is not an approved permanent post:  Approval **NOT** Granted  
 I confirm that the request  is within  not within

*the upper limit for Cat 2/Type B\*/Type C appointments within the system as set out in Appendix VII of Consultants Contract 2008 (as at 1<sup>st</sup> July 2013).*



Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*NDTP will return this form to the appropriate National Director for action.*

## Appendix 2: HSE Circular 021/2015

### Template Locum Appointment Approval Letter

Address

Date

Re: LOCUM CONSULTANT IN [insert name of speciality]

Dear Hospital General Manager/CEO or Community Healthcare Organisation Manager,

Further to your previous correspondence relating to the above, I write to confirm that this office has approved the appointment of a:-

LOCUM CONSULTANT [insert name of speciality]

This is a locum appointment on a **Type C** basis under the Consultants' Contract 2008 (as at 8th December 2014) by [insert name of employing hospital] ([insert no of hours] hours per week) for the specific purpose of [insert specific purpose, for example specific purpose of providing locum cover for Dr X during her period of maternity leave] and will terminate upon the expiry of the said specified purpose, *no later than 12 months from date of commencement of the locum appointment. In the event that this locum requires extension a new and separate application in line with the terms of the circular is required.*

The following qualifications shall apply to this appointment:-

[Insert the relevant section of the current Qualifications specified by the Health Service Executive for consultants document here.]

A specified purpose contract must be issued for this locum appointment. *You are required to submit a copy of this contract no later than one month from the date of signing to my office.*

I would be grateful if, in due course, you would let me have, for record purposes, details (the name, date of birth and date of appointment) of the person appointed on a locum basis. Please also forward these details to HSE - NDTP.

Yours sincerely,

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**National Director**

cc: NDTP

**Appendix 3: HSE HR Circular 021/2015**

**Approval Request for a Permanent Consultant Post to be filled with a Temporary Appointment**

**Section 1 - For completion by the hospital/community healthcare organisation where the permanent post is located**

1.	Name of Hospital Group/CHO:	
2.	Location(s) of permanent posts and breakdown of hours:	
3.	Title of permanent post:	
4.	Approved post number:	
5.	Name of vacating permanent post holder:	
6.	Reason for vacation of the permanent post:	
7.	Date the post will be vacated:	
8.	Date when an application to fill the post permanently was submitted to NDTP:	

I confirm that this request for a temporary appointment is for a permanent consultant post and is compliant with human resource policies.

Hospital General Manager/CEO

Community Organisation Manager: \_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

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

**Section 2 - For Completion by Hospital Group CEO/CHO Chief Officer**

I approve this temporary application and request confirmation from NDTP that a fully completed application for the permanent replacement has been received and confirmation that I may issue an approval letter for a temporary appointment.

Name of Hospital Group CEO/CHO Chief Officer: \_\_\_\_\_  
 (Delete as appropriate) Print Name

Signature of Hospital Group CEO/CHO Chief Officer: \_\_\_\_\_  
 (Delete as appropriate) Signature

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

**Section 3 – For Completion by National Doctors Training and Planning**

A fully completed application has been received:  Approval Granted

A fully completed application has not been received  Approval **NOT** Granted



I confirm that the request

is within

not within

the upper limit for Cat 2/Type B\*/Type C appointments within the system as set out in Appendix VII of Consultants Contract 2008 (as at 1<sup>st</sup> July 2013).

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

NDTP will return this form to the appropriate National Director for action.



#### Appendix 4: HSE Circular 021/2015

Template Temporary Appointment Approval Letter

Address

Date

Re: TEMPORARY CONSULTANT IN [insert name of speciality]

Dear Hospital General Manager/CEO or Community Healthcare Organisation Manager,

Further to your previous correspondence relating to the above, I write to confirm that this office has approved the appointment of a:-  
TEMPORARY CONSULTANT [insert name of speciality]

This is a temporary appointment on a **Type C** basis under the Consultants' Contract 2008 (as at 8th December 2014) by [insert name of employing hospital] ([insert no of hours] hours per week) for the specific purpose of [insert specific purpose, for example specific purpose of providing temporary cover pending the appointment of a permanent replacement/permanent post holder] and will terminate upon the expiry of the said specified purpose, *no later than 12 months from date of commencement of the temporary appointment. In the event that this temporary appointment requires extension a new and separate application in line with the terms of the circular is required.*

The following qualifications shall apply to this appointment:-

[Insert the relevant section of the current Qualifications specified by the Health Service Executive for consultants document here.]

A specified purpose contract must be issued for this temporary appointment. *You are required to submit a copy of this contract no later than one month from the date of signing to my office.*

I would be grateful if, in due course, you would let me have, for record purposes, details (the name, date of birth and date of appointment) of the person appointed on a temporary basis. Please also forward these details to HSE - NDTP.

Yours sincerely

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**National Director**

cc: NDTP