



**11<sup>th</sup> May, 2021**

Mr. David Cullinane, TD.  
Dáil Eireann  
Kildare Street  
Dublin 2

**Re: PQ 21584/21**

PQ 21584/21 – “To ask the Minister for Health if advice will be provide on a matter raised in correspondence (details supplied); if the practice of requiring training in the absence of a job offer is in line with the policy of his Department and that of the HSE; the reason agencies hiring on behalf of the HSE for vaccinator roles are requiring vaccinator training of candidates who have been successful in their application but without offering them a job or remuneration for this training; and if he will make a statement on the matter.”

Dear Deputy,

The Health Service Executive has been requested to reply directly to your above Parliamentary Question which you submitted to the Minister for Health for response. I have examined the matter and the following outlines the position.

The national recruitment process for COVID-19 vaccinators is focused and streamlined as much as possible balanced against the need for anyone working in health to meet statutory and safe practice requirements. Candidates working in the provision of health services have to meet statutory requirements for any relevant role they are appointed into. The Frequently Asked Questions document created for this recruitment initiative outlines the rationale for each part of the application process and is on the website.

The application was designed with the aim of recruiting quickly by avoiding future delays in the appointments stage of the recruitment process. Fast, safe recruitment supports the health services. It has been the experience of the recruiter that if they have to go back to candidates repeatedly to get the necessary documentation it slows down the entire recruitment process and has a negative impact on health services, as it takes longer to recruit staff into key roles.

As there are so many jobs to fill, the recruitment clearance process (references, professional registration status etc.) is started immediately after a candidate applies. The only way to do this is to ask the applicants to provide this information up front. All of this greatly aids a speedy recruitment time frame and helps the health service. If any applicant cannot source some of the documents at the application stage, they can still apply for the campaign without them. Jobs are filled by candidates who have all their recruitment clearances and documentation in place. It is better for applicants' employment opportunities and for the health services if an applicant can upload as many of the documents we ask for at application stage. In response to recent feedback received, the recruitment process has been further simplified and clear signposting put in place so that candidates are clear as to what is necessary and what is optional.



All new vaccinators are supported to access the training required to support their role as a Vaccinator in the new vaccination centres. After a candidate applies for the National COVID-19 Vaccinator recruitment campaign, Cpl Healthcare will make contact to determine the candidate's current training status on the defined training courses. For candidates who declare that they do not require some or all of the training programme, the candidate provides the appropriate evidence of the necessary training and certification to the recruiter. If training is required, candidates are given information on how to access any training required via HSElanD and any relevant third party training suppliers.

The HSE through the National Immunisation Office (NIO) and the ONMSD also provides specialist training per discipline for staff who work as Vaccinators. The practical (face-to-face) clinical training is delivered by internal HSE trainers where possible e.g. CNMEs and NIO, but external providers such as Hibernian Healthcare are utilised where the local training provider cannot be used. The online components are mainly delivered on HSElanD, with some other online platforms used as appropriate. The CoVax ICT training is delivered by IBM/Salesforce.

In terms of vaccinator training, the completion of all training is not a prerequisite for a job offer but may impact the candidates start date. All Cpl candidates in the recruitment clearance process are sent an email outlining how candidates are offered positions and said email also reiterates the fact that job offers are not reliant on training status. Candidates may choose not to do the training until they have a start date.

If you require any further information or clarification regarding training requirements, please contact [training.VAX@hse.ie](mailto:training.VAX@hse.ie). Alternatively, if you require further information regarding the National Vaccinator Recruitment Campaign, please contact me or the helpdesk function for technical queries (in the application form) or email [vaccinators@hbsrecruitmentservices.ie](mailto:vaccinators@hbsrecruitmentservices.ie) for general queries.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Frances McNamara', written over a light blue horizontal line.

---

**Frances McNamara**  
**Assistant National Director,**  
**Office of the Chief Operations Officer**