



Stiúrthóir Cúnta Náisiúnta,
Acmhainní Daonna,

Oibríochtaí Pobail Ospidéal, N. Camillus,
Bóthar Shíol Bhroin, Luimneach V94 5V24

Office of Asst. National Director,
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2nd March 2022

Deputy Éamon Ó Cuív,
Dáil Eireann,
Leinster House,
Kildare Street,
Dublin 2.

PQ Number: 8929/22

“To ask the Minister for Health the process followed in each community health office across the State to select and appoint persons to senior management positions; if these processes are uniform across each CHO; the steps taken to ensure that there is full compliance with these processes by each CHO; and if he will make a statement on the matter. – Deputy Éamon Ó Cuív “

Dear Deputy Ó Cuiv

The Health Service Executive (HSE) has been requested to reply directly to you in the context of the above Parliamentary Question, which you submitted to the Minister for response.

I can confirm that Recruitment in all areas of the HSE is governed by the CPSA and delivered under Recruitment License. The associated Code of Practice is operational across Community Services for all grades of staff. The process includes the following steps.

- Vacancy occurs
- Senior management complete the required HR forms to request approval to fill
- Senior Manager reviews existing live panels for post.
- Posts of Grade VIII and above require approval of National Director and National HR
- When HR Forms are approved the Chief Officer, forwards to the relevant HR Recruitment Dept. (National/Local)
- The Recruitment Department offers the vacancy to the relevant Panel if one exists.
- If no panel exists then a Recruitment Campaign is initiated
- Posts are advertised on HSE Website
- All documentation relating to the post and recruitment campaign are included in the advert
- Applications are invited and a closing date is identified
- After the closing date and eligibility sift is completed



- Candidates are notified of the outcome of their application and if not shortlisted are advised of their right of Appeal, and the process is set out in the Campaign Information.
- Candidates are invited for Interview
- Interviews are conducted by an appointed Interview Board/Boards, who based on the Interviews create a panel of candidates in 'Order of Merit' that have been deemed suitable for the grade
- Candidates are notified of the outcome of the Interview process and are advised of their right of Appeal, and the process is set out in the Campaign Information.
- Posts are offered to Candidates placed on the panel
- The Chief Officer/designate is the appropriate person to confirm what posts are offered to panel and the relevant assignments. (the Chief Officer has the authority to reassign staff within their grade)
- When a Candidate accepts a post offered the HR Dept. proceed to complete the recruitment process up to and including appointment to assigned role.
- The screening process for public sector roles include; References, Occupational Health Review, Garda Vetting (if required) verification of service, starting pay on promotion to determine point on scale.

Following completion of these steps a contract is issued to the successful candidate. The Candidate signs the Contract, and returns to recruitment. The contract is then checked and co-signed on behalf of the HSE. A copy of the completed contract is issued to the candidate and the original is held by the HSE.

In relation to compliance, the HSE undertakes regular Audits of Recruitment to ensure the Recruitment Processes are compliant with the Code of practice. A candidate can raise a complaint/appeal at any stage and it can be referred under the relevant section of the code.

I trust this information is of assistance to you.

Yours sincerely,

A handwritten signature in blue ink that reads "Jacqueline Nix".

Jacqueline Nix

Assistant National Director, HR Community Operations