



**Oifig an Cheannaire Oibríochtaí,**  
Na Seirbhísí Míchumais/An Rannán Cúram Sóisialta,  
31-33 Sráid Chaitríona, Luimneach.

**Office of the Head of Operations,**  
Disability Services/Social Care Division,  
31-33 Catherine Street, Limerick.

T: 00353 (0) 61 483369  
Suíomh Gréasáin/Website: <http://www.hse.ie>

3<sup>rd</sup> February 2023

Deputy Pauline Tully,  
Dail Eireann,  
Leinster House,  
Kildare Street,  
Dublin 2.  
E-mail: [pauline.tully@oireachtas.ie](mailto:pauline.tully@oireachtas.ie)

Dear Deputy Tully,

The Health Service Executive has been requested to reply directly to you in the context of the following parliamentary question, which was submitted to this department for response.

**PQ: 4611/23**

*To ask the Minister for Health the minimum qualifications necessary to be employed as an assessment officer within a children's disability network team; to detail the minimum qualifications necessary to be employed as an liaison officer within a children's disability network team; and if he will make a statement on the matter.*

**HSE Response**

**Assessment Officer**

An Assessment Officer is appointed by the HSE to perform the functions required under Part 2 of the Disability Act (2005). As described in Section 8(2) of the Act, an Assessment Officer shall carry out assessments or arrange for their carrying out by other employees of the HSE or by other persons with appropriate experience.

An Assessment of Need is a separate legislative process provided for under Part 2 of the Disability Act (2005). Information on this process is available at [www.hse.ie/aon](http://www.hse.ie/aon).

Assessment Officers are independent, therefore they are not linked to any Children's Disability Network Team or other service provider. Where appropriate Assessment Officers arrange to refer children to a Children's Disability Network Team at Stage 2 of the Assessment of Need process.

The Disability (Assessment of Needs, Service Statements and Redress) Regulations 2007 (S.I. No. 263 of 2007) describes the skills and competencies required by an Assessment Officer in Regulations 13 and 14.



13. In authorising an employee to be an assessment officer the Executive shall have regard to the requirements of the role of the Assessment Officer, as provided for by section 8 of the Act of 2005 and shall also have regard to the need for such persons to have

(a) A thorough understanding of the provisions of the Act of 2005, the Act of 2004 and a familiarity with the provisions of the Mental Health Act 2001, the Health Act 2004 and the Health Act 2007;

(b) An excellent knowledge and understanding of disability and service issues;

(c) strong organisational and interpersonal skills;

(d) an ability to work with multi-disciplinary teams;

(e) good report writing skills.

14. The Executive shall ensure that all staff engaged in the Assessment of Need process will be competent and knowledgeable in conducting or coordinating a high quality assessment of need and that they shall hold the appropriate qualifications and shall be up to date with developments in their area of disability and assessment.

Neither the Act nor the associated regulations specifies the qualifications required for Assessment Officers.

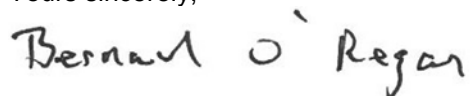
### **Liaison Officer**

A Liaison Officer is appointed by the HSE to perform the functions described at Section 11 of the Disability Act (2005). As required by the Act, the Liaison Officer will provide service statements for persons for whom an Assessment of Need report has been issued which includes a determination that the person has a disability and the provision of health services or education services or both are appropriate for the applicant concerned. Of note, the Act specifies that a service statement shall not contain any provisions relating to an education service when the person concerned is a child.

Neither the Act nor the associated regulations stipulates any specific qualification or competency requirements for a Liaison Officer. Liaison Officers are not linked to any Children's Disability Network Team.

The role of Assessment Officer and / or Liaison Officer in the HSE is analogous to a Grade VII pay scale and responsibilities. The HSE requires all Assessment Officers and Liaison Officers to have satisfactory Garda Clearance. Training, guidance and line supervision are also provided to staff in these roles.

Yours sincerely,



**Bernard O'Regan**  
**Head of Operations - Disability Services,**  
**Community Operations**

