



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Validation Office
National Health and Social Care Professions
Clinical and Admin Block A – HR Directorate
Health Service Executive
Merlin Park
Galway
Gaillimh
Tel: 091 775094
Email: annette.lyons@hse.ie

NVO WEBSITE - APPENDIX 3 – FINAL VERSION –June 2018

DETAILS OF THE ASSESSMENT PROCESS (FOR BOTH EEA AND NON-EEA NATIONALS).

STAGE 1: Application Fees and Payment

- (i)
- | <u>PROFESSION</u> | <u>AMOUNT</u> | <u>PAYMENT METHOD</u> |
|-------------------|---------------|-----------------------|
| PROQC | €300 | Electronic Transfer |
- (ii) All fees must be paid in full before the assessment process commences. Please note that the fee paid to the relevant Professional Body is an administration fee for the advice it gives to the Health Service Executive/ Department of Health and is not a registration/membership fee.
- (iii) The applicant is responsible for any costs incurred in undertaking a compensation mechanism.
- (iv) Missing documentation/additional information not submitted within the following timeframes listed below; will result in the file being closed and fee refunded. If an applicant wishes to pursue the validation process again at a later date; submission of a new application will be required;

Stage 2: Submission of Applications

(Please contact the NVO office for any changes to the Validation Process)

Applications forms can be obtained by emailing the address below:

Podiatry/Chiroprody :

annette.lyons@hse.ie

Applications should be sent directly to:
Ms Annette Lyons
National Validation Office
National Health and Social Care Professions
Clinical and Admin Block A (green corridor)
2nd Floor
HSE, Merlin Park, Galway.

Telephone 00 353 91 775094

The NVO office may get in touch with an applicant during the process. The formal decision will issue from the Department of Health on behalf of the Minister for Health.

- (i) in the case of EEA nationals falling within the scope of Directive 2005/36/EC, within 4 months of acknowledgement of receipt by the NVO of a complete application;
- (ii) in the case of non-EEA nationals who do not fall within the scope of Directive 2005/36/EC, within 6 months of acknowledgement of receipt by the NVO of a complete application.

Applications received in the Validation office are:

- i) Date stamped and administratively checked to ensure that there are no missing documents
- ii) NVO checks nationality/residency documentation/eligibility to practise to see whether the applicant satisfies the criteria for consideration under Directive 2005/36/ EC
- iii) Applicant details are recorded on database creating a reference number and set up
- iv) Article 51 of the Directive 2005/36/EC states that applications must be acknowledged within one month of receipt and the applicant informed of any missing documentation. In the case if EEA nationals falling within the scope of the Directive, a decision is issued from the Department of Health within four months of acknowledgement of receipt by the NVO of a complete application. If compliant with documentation requirements, a checklist sheet is attached to relevant documentation and forwarded to the appropriate body for assessment
- v) If non-compliant with documentation requirements, applicant is advised of missing documents (e.g., inclusion of forms, incorrect notarisation etc) and that their application will not be sent to the professional advisory body until all required documents are received
- vi) If the required missing documentation is not received within timeframes as outlined in **Stage 1 (v)**, applicant must submit a new application, this is advised in all letters that request more information from applicants.
- vii) If fees are not paid to the relevant body by the appropriate means, the applicant will be advised that their application will not be considered until the fee is received by the appropriate means (i.e. bank transfer)
- viii) Application form is to be completed in typed script in English. If submitted in another language, the application must be accompanied by a certified, notarised translation in English. The format of the application form should not change in the event of notarized translation. A copy of all the original documents that have been translated also needs to be also forwarded.
- ix) All applications are also copied and filed in the National Validation Office for future reference.

STAGE 3: Feedback from Professional Body

The advice must clearly show that the 3 stages in the assessment have been undertaken i.e.

- **comparability of professional activity;**
- **assessment of qualifications and identification of any deficits;**
- **assessment of post-qualification professional experience if deficits in qualifications have been identified;**

(A) Applicants who are successful

- i) Update database in Validation Office
- ii) Validation office forward details to Department of Health
- iii) Department of Health issue decision letter to applicant with a copy to National Validation Office
- iv) Papers filed and closed

(B) Applicants who are unsuccessful

- i) Update database in National Validation Office
- ii) National Validation Office forward details to Department of Health highlighting the fact and reason that it was unsuccessful
- iii) Department of Health issues decision letter to applicant detailing reasons for being unsuccessful to applicant and also indicating their right to appeal with copy to National Validation Office
- iv) Papers filed and closed

(C) Applicants where additional information is required by the Professional Body

(In the interest of the applicant, the professional body may seek clarification on the detail of an application e.g. more specific breakdown details on hours, clinical placements, courses, eligibility to practise, work experience etc)

- i) Update database in National Validation Office
- ii) National Validation Office sends letter to applicant advising of further requirement for additional information by the professional body
- iii) If additional information is not received within timeframes as in Stage 1 (v), applicant must submit a new application with the appropriate new fee
- iv) If an applicant keeps re-submitting the same incorrect/incomplete information then a letter will be issued to them indicating that they have failed to supply the correct information as requested and file will be deemed unsuccessful and closed
- v) Additional information forwarded to professional body for decision
- vi) On receipt of additional information from applicant, details forwarded to the advisory body for decision

(D) Applicants requiring Compensatory Mechanisms (e.g. Period of Adaptation, Aptitude Tests) (applicable to EEA- nationals only)

- i) Professional body identifies deficits clearly to the National Validation Office
- ii) National Validation Office advises Department of Health of the deficits
- iii) The Department of Health issues a decision letter to the applicant informing them of the deficits and advises applicant that they have the choice of compensation measure – either a Period of Adaptation (which

must be undertaken in Ireland) or an Aptitude Test and their right to appeal this decision

1.1 STAGE 4: External Complaints Mechanisms

SOLVIT

SOLVIT (<http://ec.europa.eu/solvit/>) is an informal problem-solving network launched by the European Commission in 2002. It was created to solve problems that EU citizens or businesses are experiencing with the public administrations of EU member states. The SOLVIT centres are committed to getting a response within ten weeks without prejudice to the right of their clients to pursue other action, including legal action, if they are not satisfied with the response.

SOLVIT can be contacted at its office in the applicant's home country.

This website provides general information only and it is the responsibility of each applicant to inform themselves about the Directive, full information on which is available at http://ec.europa.eu/internal_market/qualifications/index_en.htm.

The Frequently Asked Questions(FAQ) (at http://ec.europa.eu/internal_market/qualifications/docs/future/faq_en.pdf) may also be of use to applicants.

June 2018

(This document may be updated periodically and you should ensure it is in date at the time of your application)