



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna  
Feidhmeannacht na Seirbhíse Sláinte  
Ospidéal Dr. Steevens'  
Baile Átha Cliath 8

Office of the National Director of Human Resources  
Health Service Executive  
Dr. Steevens' Hospital  
Dublin 8

All Queries to  
[Paddy.Duggan2@hse.ie](mailto:Paddy.Duggan2@hse.ie)

**HSE HR Circular 019/2014**

**3<sup>rd</sup> September 2014**

**To: Each Member of Leadership Team, HSE;  
Each Assistant National Director of HR, HSE;  
Each Employee Relations Manager, HSE.**

**Re: HSE Policy on the annual certification of registration of Nurses and Midwives with The Nursing and Midwifery Board of Ireland – arrangements in respect of 2014**

### **Dear Colleagues**

I refer to HSE HR Circular 014/2012 re the above and wish to draw your attention to amendments to same in light of new legislation and regulations introduced by the Nursing and Midwifery Board of Ireland (NMBI) The NMBI under their new legislation and regulations, no longer wait until the following year to remove a practitioner from the register for non payment in the current year. The NMBI decided on the 29th April 2014 to set the 30<sup>th</sup> May annually as the last date for payment of the 2014 retention fee. Nurses and Midwives who did not pay the fees by that date were automatically removed from the register, see Appendix 1 below. This change was notified by the NMBI to the HSE and was advised through the office of the Nursing and Midwifery Services Director to Directors of Nursing and Midwifery

This change in policy and procedure effects the time lines set in HSE HR Circular 014/2012 and therefore a revised circular and policy will be issued later this year to cover the new situation.

In the interim, Directors of Nursing and Midwifery are requested to ensure that their nursing and midwifery staff have 2014 registration in the relevant division of the register of Nurses and Midwives maintained by the NMBI and that the individual PIN and registration expiry date is entered into the SAP HR system or other relevant staff management system as per established procedure, as listed below:

The following information will be entered into the SAP HR system or other staff record system by the designated personal administration section,

All queries to:  
Mr. Paddy Duggan, Workforce Planning, Analysis and Informatics,  
HR Directorate, HSE, Oak House, Millennium Park, Naas,  
Co. Kildare. Tel: 045 882541 or by e-mail to [paddy.duggan2@hse.ie](mailto:paddy.duggan2@hse.ie)

**Information required**

- |  |                           |
|--|---------------------------|
| • Name of the statutory regulatory authority                 | SAP HR field<br>(ID Type) |
| • Individual's PIN   | (ID number)               |
| • PSAC expiry date of the 31 <sup>st</sup> December annually | (Valid to)                |
| • Renewal date in all cases 1 <sup>st</sup> January`         | (Renewal date)            |
| • Birth name   | (Birth name)              |

Nurses or midwives who submit the PSAC will have the status *Active* entered in their record in the *Application Status* field on SAP HR. A similar description will be entered in the appropriate field in other staff record systems.

Please bring this circular to the attention of all relevant staff in your area of responsibility.

The circular will be available on the HSE Intranet and Website at the following links:

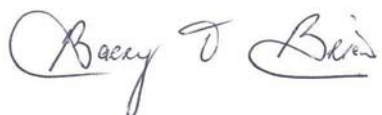
[http://hsenet.hse.ie/Intranet/Human\\_Resources/resources/](http://hsenet.hse.ie/Intranet/Human_Resources/resources/)

[http://hse.ie/eng/staff/Resources/HR\\_Circulars/](http://hse.ie/eng/staff/Resources/HR_Circulars/)

Any queries in respect of this Circular should be directed to Mr. Paddy Duggan, Workforce Planning, Analysis and Informatics, HR Directorate, HSE, Oak House, Millennium Park, Naas, Co. Kildare. Tel: 045 882541 or by e-mail to [paddy.duggan2@hse.ie](mailto:paddy.duggan2@hse.ie)

Any queries relating to application for registration with the Nursing and Midwifery Board of Ireland should be directed to [registration@nursingboard.ie](mailto:registration@nursingboard.ie).

Kind Regards,



**Barry O'Brien,**  
National Director Human Resources

Encl:

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Mr. Paddy Duggan, Workforce Planning, Analysis and Informatics,  
HR Directorate, HSE, Oak House, Millennium Park, Naas,  
Co. Kildare. Tel: 045 882541 or by e-mail to [paddy.duggan2@hse.ie](mailto:paddy.duggan2@hse.ie)

## Appendix 1

### Removal from the Register for non-payment of Annual Retention Fee

Following a meeting of the NMBI Board on 29th April, the decision has been taken to extend the date for Removal from the Register for non-payment of fees in accordance with Section 77 (1) of the Nurses and Midwives Act 2011. The Board agreed to allow an extension for payment of all outstanding fees up to and including 30th May 2014. If you have not paid your Annual Retention fee for 2014 or previous years please ensure payment is made on or before 30th May 2014. Nurses and Midwives who do not pay their fees on or before this date will be automatically removed, with immediate effect, from the Register of Nurses and Midwives on 1st June 2014. If you are a nurse or midwife engaged in the practice of nursing or midwifery in Ireland it is your professional and legal responsibility to ensure your name is entered on the Active Register. The practice of nursing or midwifery includes clinical practice and nursing/midwifery management, education or research. Letters will issue week commencing 5th May giving more details to Registrants regarding Removal arrangements. Communication will also issue to Directors of Nursing/Midwifery, HSE, Unions, Nursing Homes Ireland and other key Stakeholders.

If your name is removed from the Register, restoration of your name to the Register of Nurses and Midwives may be considered by the Chief Executive Officer in accordance with Section 78 of the Nurses and Midwives Act 2011 *"..if (a) not later than 6 months after the date on which the appropriate fee became due, the nurse or midwife makes an application to the Board for the restoration of the nurse's or midwife's registration and (b) the nurse or midwife pays to the Board the appropriate fees."* Please note the 6 month timeframe referred to in Section 78 of the Nurses and Midwives Act 2011 commences the day the fee was due therefore in this instance the fee(s) were due on 1st January 2014. If you do not apply to have your name restored to the Register on or before 1st July 2014 you will be considered as a new applicant to the Register and must go through a full registration application process and pay associated fees.

**If you are removed from the Register on 1st June 2014, it is an offence to practice nursing or midwifery in Ireland pursuant to Section 39 and Section 44 of the Nurses and Midwives Act 2011.**

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