



**Stiúrthóra Náisiúnta,
Acmhainní Daonna**

Feidhmeannacht na Seirbhísí
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**National Director
Human Resources**

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To: Chief Executive Officer
Each National Director
Each Assistant National Director HR
Each Assistant Chief Finance Officer
Each Hospital Group CEO
Each Hospital Group Director of HR
Each Chief Officer CHOs
Each Head of HR CHOs
Head of HR, PCRS
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Group Director of Midwifery
Each Clinical Director
Director National Ambulance Service

From: Anne Marie Hoey, National Director of Human Resources

Date: 3rd February 2023

Subject: HR Circular 004/2023 re Pharmacy Grades- Grade Code correction
Department of Health Circular 15/2022

Dear Colleagues

I refer to [HSE HR Circular 002/2023](#) and in particular Department of Health Circular 15/2022 which accompanied it. An error has been detected and corrected in the Departments Circular in relation to the grade codes used for Pharmacy Executive Manager 1 and 3 (see attached 15/2022 Version 2). This has also been corrected in the attached job descriptions.

- Model 4 Hospitals- Pharmacist Executive Manager 3- Grade code 3246
- Model 3 Hospitals- Pharmacist Executive Manager 2- Grade code 3245
- Model 2 Hospitals- Pharmacist Executive Manager 1- Grade code 3244

Please ensure that this Circular is brought to the attention of all relevant managers and staff in your area of responsibility including payroll.

Queries

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from employees Tel: 1800 444 925 Email: Ask.HR@hse.ie

Queries from HR Departments on the contents of this Circular may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01 6626966, Email: info.t@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources