



Oifig an Stiúirthóra 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

Tel: 01 6352319 Email: nationalhr@hse.ie

To:

- Chief Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officers**
- Each Hospital Group CEO**
- Each Hospital Group Director of HR**
- Each Chief Officer CHO**
- Each CHO Heads of HR**
- 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**

From: Anne Marie Hoey

Date: 6th March 2020

Re: HR Circular 006/2020: Contingency Planning Information Required in Respect of COVID-19.

Dear Colleagues,

You will be aware that we are in an unprecedented time in terms of the coronavirus and that the service is currently in the containment phase of the response to COVID-19. It impacts on all aspects of our health service, and needs a response from all aspects of our health service. We are taking actions to prevent and limit the spread of the coronavirus and are monitoring the situation closely.

In order to prepare for increased potential pressure on services and staffing requirements, we have identified a number of actions that should be completed as a priority in order to assist us in our continued contingency planning.

There are potential resources available to us within the system that should now be identified, as outlined in the table below. Please complete the actions in the table and maintain the information locally.

Further information and appropriate templates will be issued early next week in relation to reporting on the below.

Please ensure that appropriate arrangements are put in place for the recording and collation of data which adhere to GDPR requirements.

STAFF CATEGORY	ACTION REQUIRED	TO BE COMPLETED BY
For Retired Staff	<p>Identify Nursing, Medical, National Ambulance Service Staff, Health and Social Care Professionals, who have retired from service in the last 2 years, i.e. from 01/01/2017.</p> <p>Categorised these by professional area e.g. nurses, doctors, physiotherapists etc. and location e.g. specific hospital or site.</p> <p>Contact identified staff to ask would they be willing to return to work in an appropriate task, if needed, in order to support the service; and to identify their current registration status.</p> <p>Update and maintain this list locally to indicate willing/not willing to return and registration status Y/N.</p> <p><i>Please note: Any costs associated with re-registration is currently under consideration. Any implications for pensions i.e. pension abatement, is also under consideration.</i></p>	<p>For HSE statutory employments, HBS Pensions will provide information to local Heads of HR. Further communications will issue from HBS.</p> <p>For non HSE employments, CHO's Chief Officers/Hospital Group's CEOs are to instruct these areas to carry out this exercise in respect of their own retired staff.</p> <p>Available local resources to be utilised in carrying out this task. Where resources are not available, please bring this to the attention of your local senior management.</p>
For Current Staff	<p>Identify employees working reduced hours within Nursing, Medical, National Ambulance Service Staff, Health and Social Care Professionals.</p> <p>Contact identified staff to determine willingness to increase hours. Maintain local list of willing/not willing.</p> <p>Identify anyone currently on a career break, secondment or similar leave arrangements from within Nursing, Medical, National Ambulance Service Staff, Health and Social Care Professionals.</p> <p>Contact identified staff to determine willingness to return to clinical duties. Maintain local list of willing/not willing.</p>	Local Hospitals, Local CHOs, Local sites, Local HR support as appropriate

<p>For staff with clinical skills not currently working in clinical roles</p>	<p>Identify staff across the service with appropriate clinical skills, who are not currently working in a clinical role, who could be redeployed with their skillset.</p> <p>Contact identified staff to determine willingness to return to clinical duties. Maintain local list of willing/not willing.</p>	<p>Local Hospitals, Local CHOs, Local sites, Local HR support as appropriate.</p>
<p>For those in the Recruitment Process</p>	<p>Identify current Nursing, Medical, National Ambulance Service Staff, Health and Social Care Professionals who have completed the recruitment process and are at contract stage.</p> <p>Maintain local list of the above.</p> <p>Derogation will be applied to areas of current pressure, subject to emergency sanction by the relevant National Director, i.e. National Director, Acute Operations and National Director, Community Operations.</p>	<p>For HSE employments, this will be collated by HBS Recruitment Management.</p> <p>For non HSE employments, CHO's Chief Officers/Hospital Group's CEOs are to instruct these areas to carry out this exercise in respect of their own areas.</p> <p>Available resources to be utilised in carrying out this task.</p>

Yours sincerely,



Anne Marie Hoey
National Director of Human Resources.



www.hse.ie/changeguide

“To view the Health Services People Strategy 2019 - 2024 please click [here](#).”