

**Príomhoifigeach Daoine**

Feidhmeannacht na Seirbhísí
Sláinte Ospidéal Dr. Steevens',
Baile Átha Cliath 8, D08 W2A8

Chief People Officer

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To:

- Chief Executive Officer**
- Each Regional Executive Officer**
- Each National Director**
- Each Assistant National Director HR**
- Each Assistant Chief Finance Officer**
- Each Regional Director of People**
- Each Regional Director of Finance**
- 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**
- Head of HR, PCRS**
- Director National Ambulance Service**

From: **Anne Marie Hoey, Chief People Officer**

Date: **15th July 2025**

Subject: **HR Circular 013/2025 – Advance Specialist Pharmacists, Phase 2 Implementation of the McLoughlin Report in Hospital Pharmacies**

Dear Colleagues,

[HSE HR Circular 16/2024](#) dealt with Phase 2 of the implementation of the McLoughlin Report to Hospital Pharmacies. Amongst other things, this Circular advised about the creation of a new grade of Advanced Specialist Pharmacists (grade code 3250) and an application process to allow existing Pharmacists to apply for the new grade. An Assessment panel was established to review the submissions received and to determine those who are currently working to the level of Advanced Specialist Pharmacists.

The work of the Assessment panel is now complete and the process of notifying applicants and their relevant Regional Director of People will be conducted by National Recruitment Services. Each Regional Director of People will be required to make the necessary HR transaction to place the successful candidates on the new scale and issue a contract of employment to reflect same.

Please note the following:

1. In line with the sanction granted in HSE HR Circular 16/2024 the effective date of appointment as an Advance Specialist Pharmacist is the 1st of September 2024.
2. Appointment is on the basis of Department of Health Circular 10/71
3. There is no additional headcount required and post conversion will be applied.
4. There is no separate funding for this Circular as the cost of the promotions is to come from savings already delivered and verified by the HSE/HPAI in 2017.

Please give immediate effect to this Circular.

Queries

Queries from **individual employees or managers** should be referred to local HR/Employee Relations Departments. Please note that the National HR Helpdesk is also available to take queries from individual employees Tel: 1850 444 925 Email: ask.hr@hse.ie

Queries from HR/Employee Relations Departments on this memorandum and related matters 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
Chief People Officer