



**Stúirthóra Náisiúnta,
Acmhainní Daonna**

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

**National Director
Human Resources**

Health Service Executive,
Dr Steevens' Hospital,
Dublin 8, D08 W2A8

**www.hse.ie
@hselive**

t 01 635 2319
e nationalhr@hse.ie

To: Chief Executive Officer
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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: 15th August 2023

Subject: HR Circular 018/2023: Statutory and Mandatory Training Policy for Health Service Executive Employees

Dear Colleagues

Please find attached a new Statutory and Mandatory Training Policy for Health Service Executive Employees which will come into effect on 15th August 2023.

This new Policy provides guidance to managers on the HSE approach to statutory and mandatory training in line with the priorities set out in the People Strategy 2019-2024. The Policy will assist managers to identify statutory and mandatory training for employees under their supervision, and outlines the roles and responsibilities of all staff in ensuring the provision of, and participation in, training.

Key provisions of the Policy include:

- Ensuring allocation and provision of adequate resources for the provision of statutory and mandatory training;
- Collating information for Learning Needs Assessments (LNAs) and prioritising requirements for training schedules;

- Compiling records on statutory and mandatory training programmes;
- Facilitating attendance of employees at statutory and mandatory training within reasonable timeframes;
- Collating data on compliance with, and maintaining records of attendance at, statutory and mandatory training programmes;
- Confirming the importance of attendance at induction programmes;
- Action to be taken when employees do not attend statutory or mandatory training.

You must ensure that this Policy is disseminated and implemented within your areas of responsibility and that structures are in place to provide assurance that statutory and mandatory training is identified, provided and undertaken in accordance with the Policy.

Queries

Queries from individual employees or managers regarding the Policy 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 and the Policy may be referred to National Employee Relations, HR Directorate, 63-64 Adelaide Road, Dublin 2 Tel: 01-662 6966 Email: info.t@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources