



Oifig an Stiúrthóra Náisiúnta, Acmhainní Daonna

Feidhmeannacht na Seirbhísí Sláinte

Ospidéal Dr. Steevens'

Baile Átha Cliath 8

Office of the National Director of Human Resources

Health Service Executive

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To: Chief Executive Officer
Each National Director
Director, National Ambulance Service
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 Employee Relations Manager
Each Group Director of Nursing & Midwifery
Each Clinical Director

cc Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies

From: Anne Marie Hoey, National Director Human Resources

Date: 1 April 2020

Re: HR Circular 021/2020: Guidelines on the Engagement and Management of Volunteers during Covid-19

Dear Colleagues

I attach Guidelines on the Engagement and Management of Volunteers during Covid-19 to assist with our flexibility and innovation in delivering critical services during this pandemic. The guidelines are for use where you engage volunteers locally and do not cover volunteers who are engaged or contracted through the 'Be on Call for Ireland' initiative.

The purpose of this document is to provide guidance on engaging and managing volunteers, and to highlight important considerations in these arrangements.

The document provides guidance on:

- key considerations in engaging volunteers, including health and safety, indemnity, confidentiality;
- appointing volunteers; and
- managing volunteers.

Queries

Managers seeking further advice on these Guidelines should contact their local HR Department. HR and Employee Relations Managers may contact Corporate Employee Relations Services for further advice on 01-662 6966 or by emailing info.t@hse.ie.

Yours sincerely



Anne Marie Hoey
National Director Human Resources



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

Need information and advice on COVID-19 Go to www.hse.ie/coronavirus