



Feidhmeannacht na Seirbhíse Sláinte  
Health Service Executive

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

Teil/Tel: (01) 635 2319  
Rphost/ E-mail: [nationalhr@hse.ie](mailto: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 HR Manager**
- 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, National Director Human Resources

**Date:** 19<sup>th</sup> September, 2019

**Subject:** HR Circular 026/2019 re Peer Flu vaccination programme 2019/2020

Dear Colleagues,

Seasonal flu (also known as influenza) is a highly infectious illness caused by the flu virus. Seasonal flu vaccination is the best protection for both staff and patients against influenza and is recommended on an annual basis. The Peer Flu Vaccination Programme 2019/20 has specific arrangements to support healthcare staff to obtain the flu vaccination by improving access. Care of the elderly and acute hospital settings are of particular concern and specific arrangements for funding of backfill to facilitate the vaccination programme in these settings have been agreed. Staff in all healthcare settings should avail of this important vaccination programme.

With regard to the care of the elderly and acute hospital settings, the following arrangements are to be put in place for this year's flu vaccination / peer vaccination programme in the specified locations. The programme will be delivered in one six hour period per week for eight weeks in each HSE state run care of the elderly facility and in one six hour period per week for eight weeks in each acute hospital. The delivery can occur in 1x6, 2x3 hour periods or other local arrangement as long as the quantum of six hours per week and eight weeks duration is not breached. This will be a total of 175 locations approximately and 8,400 hours (a total of 1400 six hour periods). The funding for this has issued through the Health and Wellbeing Divisions and individual Hospital Groups.

The HSE will fund the backfilling to allow for the release of the peer vaccinator in each of these locations. In the event that the usual arrangements for backfilling are not possible or available, the re-hiring of retired nurses is permitted for this initiative in accordance with the arrangements set out above i.e. one six hour period per week for no more than 8 weeks per location and subject to satisfactory checks and clearances.

Managers are requested to action this initiative immediately and to liaise with the Directors of Nursing in relation to the arrangements in each setting, including the arrangements to be put in place for backfilling.

Please bring this Circular to the immediate attention of staff in the specified locations and settings.

On site Occupational Health services will continue to provide flu vaccination clinics throughout the entire flu season into 2020.

**Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments / Employee Relations Department.

Any queries in relation to this Circular should be directed to Dr Lynda Sisson on [lynda.sisson@hse.ie](mailto:lynda.sisson@hse.ie)

Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Yours sincerely,



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**Anne Marie Hoey**  
**National Director of Human Resources**