



Oifig an Stiúirthóra 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
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
Each CEO Section 38 Agencies
Each HR Manager Section 38 Agencies
Each Employee Relations Manager
Each Clinical Director**

From: Anne Marie Hoey, National Director of Human Resources

Date: 17th April 2020

Re: HR Circular 029/2020: Revised arrangements for Change in Contract requests during the COVID-19 Outbreak

Dear Colleagues,

In relation to the current unique challenges and circumstances arising from the COVID-19 public health emergency, the current process in respect of applications for a change in contract type as set out in Clause 22 of the Consultant Contract ¹ involving the Consultants Appointments Applications Committee (CAAC) is temporarily set aside for those consultants wishing to apply for a change in Contract to Consultant Contract 2008 Type A **only**. This is for the duration of the period comprehended in the Private Hospital Agreement².

Effective from the date of this guidance a request for change in contract from an individual consultant to Consultant Contract 2008 Type A **only** can be approved by the relevant Hospital Group CEO/Chief Officer on foot of a request (COVID-19 request to change contract template attached) from the individual consultant.

¹ Change in Contract under Section 22 Consultants Contract 2008

² HEADS OF TERMS CONTAINING THE BASIS OF AGREEMENT IN RELATION TO THE PROVISION OF PUBLIC HEALTH SERVICES AT PRIVATE HOSPITALS IN RESPONSE TO THE COVID-19 PANDEMIC

For consultants who do opt to change contract type, the continuity of care for patients will continue with their eligibility status as a public patient.

Subject to approval of the request, the following guidance in relation to the salary conditions applies:

Salary Scale is dependent on the appointment date of the individual consultant	Pre 2012 appointments Post 2012 appointments
Point of scale to be applied	Equivalent point of their existing salary scale
Effective date for commencement of Type A salary	Date of HG CEO/Chief Officer Approval
Period of Contract	Period comprehended in the Private Hospital Agreement up to 2 nd September 2020 or as otherwise indicated by the Minister for Health
Documentation to be used	See Appendix II and III

Where a change in contract is approved by the Group CEO/Chief Officer a letter (Change in Contract Type A April 2020 template attached) is issued to the consultant for their signature and attached to the Consultant's Contract.

To enable the national recording of any contract changes a copy of the Approved COVID-19 Template Change in Contract Request is to be submitted to the Consultants Division (consultant.applications@hse.ie) for updating of Doctors Integrated Management E-system (DIME).

Note this derogation only applies to consultants requesting to change to Consultant Contract 2008 Type A. For any other request for change in contract Type (i.e. Cat 1, Cat2, Type B, Type B* or Type C) the current process remains in place.

On cessation of the public health emergency, those consultants who availed of a change in contract under this Circular may advise their Hospital Group CEO/Chief Officer of their intention to revert to their original contract type.

Yours sincerely



Anne Marie Hoey
National Director of Human Resources