



**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  
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 Human Resources

**Date:** 8<sup>th</sup> October 2021

**Re:** HR Circular 035/2021 - NCHD Recruitment and References  
(Replaces Section 2 of 009/2019 re NCHD recruitment and patient safety)

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Dear Colleagues,

The HSE is committed to the provision of safe, high quality health services. Confidence in the clinical skills and experience of our medical staff is crucial to ensure that safe health services are delivered to our patients. Those responsible for recruitment, i.e. HR / Medical HR and Consultants, must adhere fully to best practice recruitment procedures and guidance to ensure protection and safety of patients.

The procedure to be followed in relation to references, as set out below, replaces section 2 of Circular 009/2019 (attached). This circular removes the requirement for an oral reference and provides a reference request template for employers.

#### **Reference requirements when recruiting NCHDs locally**

The following reference requirements are for NCHDs recruited to posts that do not form part of nationally approved training schemes.

At least two written references must be obtained directly by the Hospital / CHO for each NCHD appointed.

- At least one of the two references must be from the current/most recent supervising consultant/employer, preferably a HSE employer.
- References may be obtained from educational institutions if the NCHD has not undertaken a clinical internship during their Basic Medical Training. Please note that if the post requires certain clinical skills, those responsible for recruitment must be satisfied that a candidate possesses and has experience in those clinical skills required, prior to any offer of employment being made. This is to ensure patient safety.
- Written references should be taken on a standardised NCHD reference form such as the attached template.

References submitted with applications should not be considered. Only references sourced independently by the hiring consultant/manager/Medical HR may be considered. The HSE, as an employer, reserves the right to seek both written and verbal references for applicants directly from current and previous employers, educational institutions or any other organisations with which the applicant has been associated.

Yours sincerely



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