



**Oifig an Stiúrtóra 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 of Human Resources

**Date:** 23<sup>rd</sup> December 2021

**Re:** HR Circular 041/2021 – Introduction of a 2 Year HSE General Employment Permit for NCHDs

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Dear Colleagues,

Please be advised there is a new type of employment permit available for NCHDs.

### **Background**

The Department of Enterprise, Trade and Employment (DETE) has now introduced a standard HSE multi-site 2 year General employment permit for all NCHDs with an offer of employment or training of less than 2 years, with the exception of medical Interns who will continue to receive a 1 year permit to cover the intern year. This means the duration of current offer of employment/contract is decoupled from the length of the permit.

## **2 Year NCHD Multi-Site General Employment Permit (GEP)**

All NCHDs with an offer of employment or training of less than 2 years are now covered by the 2 year HSE GEP NCHD permit. NCHDs can be employed by any HSE or HSE funded hospital/service within the public health system on this same permit for 2 years, once they have secured a contract as an NCHD in line with the normal recruitment process.

Employers should now apply for this permit for all NCHDs who are not eligible for a critical skills permit in advance of the expiry of the current permit. An application for a new 2 year permit must be made (even in the case where an employer is renewing an existing NCHD permit). Once the permit issues, it will be valid for 2 years so long as the NCHD is employed in the public health system. During this period Employers must notify DETE of the details of each expired/renewed/new contract the NCHD holds. This notification method is via a dedicated email address ([HSEDoctors@enterprise.gov.ie](mailto:HSEDoctors@enterprise.gov.ie)).

There is no change to access to a critical skills permit for NCHDs which applies to all NCHDs on training programmes as they will have an offer of employment/ training for more than 2 years or where an employer is offering employment for two years (see HSE HR circular 030/2020 for further details).

### **Guidance**

Further detailed guidance, from the Department of Enterprise Trade and Employment is attached. One document is for HR departments to assist in processing the new 2 year GEP permit applications for NCHDs. The other document is for NCHDs to advise them of this change and the associated immigration changes. Please circulate these to those processing permits for NCHDs and NCHDs as appropriate.

### **Queries**

Queries from individual employees or managers regarding these arrangements should be referred to local HR Departments/Employee Relations Departments. Please note that the National HR Help Desk is also available to take queries on 1850 444 925 or email: [ask.hr@hse.ie](mailto:ask.hr@hse.ie)

Queries from HR Departments on the contents of this Circular may be referred to Barbara Whiston, Corporate Employee Relations Services, for further advice,  
Tel: 01 6626966 Email: [barbara.whiston@hse.ie](mailto:barbara.whiston@hse.ie)

Yours sincerely



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



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