



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

Dr. Steevens' Hospital

Dublin 8

Tel: 01 635 2319 Email: nationalhr@hse.ie

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: 24th December 2021

Re: HR Circular 042/2021 – Recruitment of NCHDs Guidance Document

Dear Colleagues,

I attach the "Recruitment of NCHDs: Guidance Document" for your attention. The most recent HSE census figures and HSE NDTP Medical Workforce Report 2020-2021 indicate that 3000 NCHDs in the public health system are recruited locally by our hospitals and community services.

The purpose of this document is to provide guidance to employers in those hospitals and community services in respect of the recruitment and selection of these NCHDs not in formal training programmes and replaces the previous version circulated in 2016 (*Recruitment of NCHDs to non-training posts: Guidance, 16th June 2016*).

In addition HSE HR has made the general recruitment and selection toolkit available to all those involved in recruitment. This online resource is available on HSELand. All those involved in NCHD recruitment must also familiarise themselves with the modules in the Recruitment & Selection Toolkit which can be found [here](#) [Go to Hubs > Discovery Zone > Human Resources > HSE Recruitment & Selection Toolkit]

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

Queries from HR Departments on the contents of this Circular may be referred to Barbara Whiston, National Employee Relations Services, for further advice,

Tel: 01 6626966 Email: barbara.whiston@hse.ie

Queries on the Recruitment & Selection Toolkit may be addressed to Mary Doran, Recruitment Quality and Standards, HR Shared Services, Email: mary.doran@hse.ie

Yours sincerely



Anne Marie Hoey
National Director of Human Resources



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