



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Oifig an Stiúrthóra 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

To: Each Member of the Directorate and Leadership Team
Each Assistant National Director, HR
Each Chief Officer, CHO
Each CEO, Hospital Group
Each CEO, Section 38 Agency
Each Employee Relations Manager
HR Senior Staff

From: Rosarii Mannion, National Director Human Resources

Date: 24th July, 2017

Re: **HR Circular 028/2017 re Reporting of extent of compliance with the requirements of the European Working Time Directive in relation to Non-Consultant Hospital Doctors and Social Care staff**

Dear Colleagues,

I refer to the attached guidance documents regarding compliance with the requirements of the European Working Time Directive (EWTD) in relation to Non-Consultant Hospital Doctors (NCHDs) and Social Care staff. Guidance regarding NCHDs has issued to health service employers each month since March 2014. Guidance regarding Social Care staff each month since December 2016.

A number of recent reports by HSE Internal Audit have raised concerns regarding the maintenance, accuracy, quality and retention of data used for reporting of EWTD compliance. In that regard please note in particular the requirements as set out in the guidance relating to:

- the appendix regarding how to calculate working time under the EWTD;
- records and retention of same;
- transparent reporting of working hours;
- accountability for hours worked;
- Inspectors and their role in evaluating compliance with the legislation.

And take the measures necessary to ensure that reporting is based on appropriate records which comply with the relevant statutory requirements.

Queries:

Employees and Managers are invited to address any queries that they may have regarding these arrangements to their local HR Department. Queries from HR Departments should be referred to Andrew.condon@hse.ie

Yours sincerely,



Rosarii Mannion
National Director of Human Resources