



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

**All Queries to Paddy Duggan,**  
Performance Management & Management Information,  
National Human Resources.  
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**HSE HR Circular 009/2012**

**23<sup>rd</sup> March, 2012.**

**To: Each Member of Management Team, HSE;  
Each Regional Director of Operations, HSE;  
Each Regional Assistant National Director of Human Resources, HSE;  
Each Employee Relations Manager, HSE;  
Each CEO & HR Manager, directly funded Voluntary Hospital / Agency;  
Each CEO & HR Manager, Intellectual Disability Sector.**

**Re: Procedural arrangements for the short term filling of consultant positions by SpR/SRs in their final year of training for a period up to 3 months in a twelve month period.**

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HSE HR Circular 014/2009 introduced revised procedural arrangements and required all appointees to temporary and locum consultant posts to be registered on the Specialist Division of the Register of Medical Practitioners. Following a submission by the National Director of Quality and Patient Safety on the operation of HSE HR Circular 014/2009 as it pertains to locum consultants, the HSE Management Team has agreed that, in certain exceptional circumstances, doctors in their final year of Higher Specialist Training<sup>1</sup> can be appointed, for a maximum of three months, as acting in a consultant position. This Circular sets out the grounds under which such exceptions may be made and augments HSE HR Circular 014/2009 which still applies to all other consultant appointments, fixed term and locum, in excess of 3 months.

The exception will only apply to those vacancies that arise where a consultant, who is in an approved consultant post<sup>2</sup> is on an authorised absence approved by their Employer, i.e. annual leave, certified sick leave, CME leave, for up to 3 months in the 12 month period from date of first absence and it is not possible to source a suitable candidate who is on the Specialist Division of the Register for the period required.

The requirements are as follows:

- o The candidate for appointment as acting must be in their final year of SpR/SR training and have been working in the relevant speciality under the direct supervision of their consultant trainer.
- o The Employer must obtain written confirmation from the relevant postgraduate training body to confirm that (i) the candidate is in their final year of training and (ii) there are no outstanding

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<sup>1</sup> Doctors in their final year of Higher Specialist Training, successful completion of which leads to eligibility for inclusion on the Specialist Division of the Register of Medical of Medical Practitioners maintained by the Medical Council.

<sup>2</sup> An approved consultant post is a consultant post approved on foot of a letter of approval from the HSE (previously Comhairle na nOspidéal)

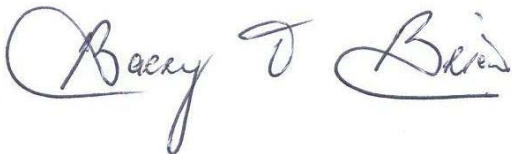
training issues from the trainees penultimate assessment that could impact on the trainees ability to act as a short term, (max 3 months) acting appointment in their specialty area.

- o The Employer will be required to ensure that where such a final year SpR/SR trainee is appointed in an acting capacity they will not work single handedly i.e. this provision can only be applied in situations where there are other consultant posts within the specialty area in that hospital / service setting.
- o The appointment of SpR/SR in their final year of training to acting in a consultant position for a period up to 3 months during that final year of training must be agreed and approved in writing by the Hospital Manager/CEO and the Clinical Director.
- o During the period of acting, the terms and conditions under which the SpR /SR will work are those set out in Consultant Contract 2008. The SpR/SR acting shall be treated as a new entrant in relation to the application of these terms and conditions.
- o At all times during the period(s) of acting it must be communicated to patients, clients, staff and any person dealing with the SpR/SR acting that the SpR/SR is acting in a consultant position rather than a permanent post holder or a post-holder holding Specialist Division registration. This may be done by means of, for example, their name badge indicating the doctor's acting status.

Please note the delegation of authority to make such non-permanent Consultant appointments to the Regional Director of Operations is as set out in HSE HR Circular 008/2010 and the conditions set out continue to apply to short term locum appointments for up to 3 months apart from the requirement for Specialist Registration.

Please bring this to the attention of all relevant staff. Any queries on this Circular should be referred to **Paddy Duggan, Performance Management and Management Information, National HR, 045 882581; [paddy.duggan2@hse.ie](mailto:paddy.duggan2@hse.ie)**.

Yours sincerely,



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**Barry O'Brien**  
**National Director of Human Resources.**